City of Redmond

Redmond
WASHINGTON

Agenda

Tuesday, April 13, 2021

4:30 PM

Remote Viewing: Redmond.gov/rctvlive, Facebook (@CityofRedmond), Comcast Channel 21, Ziply Channel 34, or listen at 510-335-7371

<u>Committee of the Whole - Planning and Public Works</u>

<u>Committee Members</u>

David Carson, Presiding Officer
Jeralee Anderson
Steve Fields
Jessica Forsythe
Varisha Khan
Vanessa Kritzer
Tanika Kumar Padhye

AGENDA

1. Approve the Inter-Agency Agreement for 2021-2022 Waste Reduction and Recycling Grant with King County (CPA #6203496) in the amount of $149,974   CM 21-098

Attachment A: Waste Reduction & Recycling Grant Use

Attachment B: Interagency Agreement for Waste Reduction and Recycle Grant

Attachment C: 2021-2022 WRR Grant Guidelines-revised

Attachment D: Certificate of Liability Insurance

Attachment E: Budget Summary Report Form

Attachment F: Expense Summary Report Form

Attachment G: Interagency Agreement

Department: Public Works - 5 mins
Requested Action: Consent, April 20th

2. Approve the Inter-Agency Agreement for 2021 - 2022 Local Hazardous Waste Management Program Grant with Seattle & King County Department of Public Health (Contract No. 6169 EHS) in the amount of $53,132   CM 21-099

Attachment A: Local Hazardous Management Program Grant Use

Attachment B: Interagency Agreement

Department: Public Works - 5 mins
Requested Action: Consent, April 20th

3. Authorize the Mayor to Execute a Professional Services Agreement with Fehr & Peers, in the Amount of $150,000 for Travel Demand Modeling in Support of Redmond 2050, the Transportation Master Plan (TMP) Update, and the Overlake Neighborhood Plan (ONP) Update   CM 21-142

Department: Planning and Community Development - 5 mins
Requested Action: Consent, April 20th

4.   Approve Design Consultant Contract, Scope, and Fee for 90th   CM 21-144
           Street Preservation Project and Authorize Staff to Negotiate
           and Acquire Property Rights as Needed for the Project

           Attachment A: Vicinity Map
           Attachment B: Scope of Work
           Attachment C: Design Fees

Departments: Public Works/Planning and Community Development - 5 mins
Requested Action: Consent, April 20th

5.   Approval of Supplemental Agreement with BERK Consulting,   CM 21-147
           in the Amount of $125,000 for the Development of a Climate
           Change Vulnerability Assessment in Support of Redmond
           2050 and the Environmental Sustainability Action Plan

           Attachment A: Supplemental Agreement and Scope

Departments: Planning and Community Development/Executive - 5 mins
Requested Action: Consent, April 20th

6.   Big Four Project: D365 Financial System Upgrade Contract -   CM 21-146
           Addendum

           Attachment A: Addendum Statement Work
           Attachment B: D365 Contract

Department: Executive - 5 mins
Requested Action: Consent, April 20th

7.   Approval of Consultant Agreement for Engineering Services   CM 21-136
           for the 156th Ave NE Cycle Track Project and Approval to
           Obtain Property Rights from Microsoft for the Project

           Attachment A: Vicinity Map
           Attachment B: Project Narrative and Budget Information

Department: Planning and Community Development - 5 mins
Requested Action: Consent, May 18th

8.   Adoption of an Ordinance for Approval of the Final Plat of   CM 21-137
           Penny Lane II

           Attachment A: Ordinance
           Attachment B: Vicinity Map
           Attachment C: Hearing Examiner Decision

Department: Planning and Community Development - 5 mins
Requested Action: Consent, Date TBD

9.   Redmond 2050: Student Presentation on Mental Health   [CM 21-148](CM 21-148)
Resources for Teens

Attachment A: Need and Solution Statements

Attachment B: Presentation

Department: Planning and Community Development - 5 mins
Requested Action: Staff Report, April 20th

10.   East Link Transit Restructure   [CM 21-143](CM 21-143)

Attachment A: Presentation

Department: Planning and Community Development - 5 mins
Requested Action: Staff Report, April 20th

City of Redmond

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-098
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Dave Juarez	425-556-2733

DEPARTMENT STAFF:

Public Works	Steve Hitch	Interim EUSD Manager
Public Works	Aaron Moldver	EUSD Utility Supervisor
Public Works	Stacey Auer	EUSD Program Administrator

TITLE:

Approve the Inter-Agency Agreement for 2021-2022 Waste Reduction and Recycling Grant with King County (CPA #6203496) in the amount of $149,974

OVERVIEW STATEMENT:

The City is eligible to receive a biannual grant of $149,974 from the King County Solid Waste Division for the calendar years of 2021 - 2022. The goal of the grant program is to promote proper recycling, waste reduction and reuse. In 2019 - 2020 the City received a total of $137,126 under the same program.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  2019 King County Solid Waste Comprehensive Plan
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**
  Grants in excess of $50,000 require Council Approval

OUTCOMES:

The City and Community will benefit from multiple programs supported by this grant. Sustainable living classes and videos will provide opportunities for residents to learn about ways to reduce waste at home and properly sort recyclables. The Love Food, Stop Waste program will include opportunities for residents to learn how to minimize food waste through virtual cooking classes, food waste challenges, and digital advertising. The grant will also partially support the City's successful Commercial Organics Collection program for multi-family and commercial properties in Redmond. Attachment A includes more detail on all of these proposed programs.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
$149,974

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
00216

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: ☐ **Yes**   ☒ **No**   ☐ **N/A**
If yes, explain:
N/A

Funding source(s):
Solid Waste Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:
The City must complete the grant supported activities and spend all of the Waste Reduction and Recycling Grant Program funds by December 31, 2022.

ANTICIPATED RESULT IF NOT APPROVED:

The City would lose the Waste Reduction and Recycling grant funding and ability to provide the proactive programs supported by the grant.

ATTACHMENTS:

Attachment A: Waste Reduction & Recycling Grant Use
Attachment B: King County and the City of Redmond 2021 - 2022 Interagency Agreement for Waste Reduction and Recycle Grant (CPA # 6203496)
Attachment C: 2021-2022 WRR Grant Guidelines-revised
Attachment D: Certificate of Liability Insurance
Attachment E: Budget Summary Report Form
Attachment F: Expense Summary Report Form
Attachment G: Interagency Agreement

Grant Use

Inter-Agency Agreement for 2021 - 2022 Waste Reduction and Recycling Grant with King County (CPA #6203496)

The City will use the grant funds as follows:

Task 1: Sustainable Living Classes

The focus of these interactive workshops will be to share information and techniques for reducing waste at home as well as properly sorting recyclables. We will present live demonstrations to show the viewer what materials look like and how to use them. We will develop materials to be Redmond specific to cover the services residents are eligible for and the local drop off sites and recyclers for specialty items for Redmond.

This task includes:

Six classes for "Redmond Sustainability Action at Home" on the following topics:

- **Redmond Sustainability Action at Home: Recycle Right!** The basics of categorizing materials as recycling, composting or garbage and what happens to it after it leaves your home.
- **Redmond Sustainability Action at Home: Conservation Kitchen**
  Reduce wasted food through planning and proper storage. Learn recipes for utilizing parts of food that are usually wasted.
- Redmond Sustainability Action at Home: Food + Composting
  Learn tips for setting up a strong program in your house, apartment, or condo in Redmond. This includes information on how to use the City's cart collection program. Receive tools and tips to make participation easier. Find out what happens to materials after they leave your home.
- **Redmond Sustainability Action at Home: Perplexing Plastics**
  Learn about reducing your plastic use, what is recyclable and what happens to plastics after you use them.
- Redmond Sustainability Action at Home: Environmentally Preferable Purchasing
  A quick course on how to make better purchasing choices, information about local businesses in Redmond and why less can sometimes be more.
- **Redmond Sustainability Action at Home: Dynamic Decluttering**
  How to determine when it is time to get rid of items and making the best choice on where they go next.

Task 2: Video Demo Clips

City staff will direct the creation of quick tips and demos for video clips for use on City media platforms and social media outlets. These will again be Redmond specific and mention the City's resources in each clip with the demo so viewers would know where to go for more information.

Task 3: On-Demand Classes

Classes will be available "on demand" to provide for local business or community groups to set up as part of their regular meetings on a date/time of their choice.

If in person classes became an option (post pandemic), these could be offered in person at KCLS Redmond libraries

Task 4: Love Food, Stop Waste

In January-March 2021, Redmond solid waste staff will develop and implement a pilot project drawing inspiration and adapting resources from other programs (such as King County's *Keep It Fresh* guide and sample social media posts). Other project elements may include:

Virtual cooking classes – Offered in partnership with Redmond's Parks and Recreation Department (currently already running virtual recreation and enrichment classes), cooking classes could offer creative ways to use up leftovers and/or parts of foods that are usually not eaten.

Food waste "challenge" – This project may utilize non-traditional communication platforms. To support residents in completing the challenge, tools may be purchased and distributed to facilitate food management.

General awareness and promotion – This could include digital ads (leveraging content from the Ad Council's Save the Food campaign), social media campaigns, and traditional printed materials, such as produce storage guides.

Inclusive outreach – This project presents an opportunity to prioritize audiences of focus, such multilingual residents and people living with low incomes. Activities may include translation/transcreation of promotional materials and partnering with community organizations to support related efforts.

Task 5: Commercial Organics Collection Program

To decrease waste and increase recycling, the City's Commercial Organics Collection program has proven successful in diverting organic material from the landfill to be recycled as compost. The program is operated through the City's contracted hauler, Waste Management, and serves both multi-family and commercial sectors. The service provides free of charge organics collection to selected multi-family and business accounts after an eligibility screening. An independent consultant is also under contract with the City to assist with implementing and monitoring the program.

Exhibit A

Redmond Waste Reduction and Recycling Grant Application

Scope of Work

The goal of the Waste Reduction and Recycling grant is to promote waste reduction, reuse, and proper recycling to Redmond residents.

Task 1: Sustainable Living Classes

Promotion for Classes
The contractor would work with the City to advertise locally for participants to attend workshops. The contractor would develop a contact list to send materials to, as well, which would include groups like the current PTSAs of Redmond schools and local organizations. Promotional materials could include items such as:
- Press release for the organizations such as the chamber
- Newsletter blurb for the City to send out in newsletters and through partners that could include KCLS, PTSAs of Redmond schools
- Create social media blasts for the City to use on materials.
- Video clips
- Photo promotion
- Poster

Sustainable Living Online Classes
The focus of these interactive workshops would be to share information and techniques for reducing waste at home as well as properly sorting recyclables. We would present live demonstrations to show the viewer what materials look like and how to use them. We would develop materials to be Redmond specific to cover the services residents are eligible for and the local drop off sites and recyclers for specialty items for Redmond. This task would include:
- Developing the lessons to be Redmond specific
- Developing an online survey for tracking success
- Create a Redmond specific bundle that would go to participants to include Redmond specific information and pdfs
    - Tips and background information
    - Books available at KCLS on the topic
    - Redmond recycling and composting guide
    - What to do with unusual items
- Register attendees, and send the class link the day before each class

- Prepare for and present classes twice (i.e. Spring and fall session or winter and summer). Six classes for "Redmond Sustainability Action at Home" on the following topics:
    1. Redmond Sustainability Action at Home: Recycle Right! The basics of categorizing materials as recycling, composting or garbage and what happens to it after it leaves your home.
    2. Redmond Sustainability Action at Home: Conservation Kitchen Reduce wasted food through planning and proper storage. Learn recipes for utilizing parts of food that are usually wasted.
    3. Redmond Sustainability Action at Home: Food + Composting Learn tips for setting up a strong program in your house, apartment, or condo in Redmond. This includes information on how to use the City's cart collection program. Receive tools and tips to make participation easier. Find out what happens to materials after they leave your home.
    4. Redmond Sustainability Action at Home: Perplexing Plastics Learn about reducing your plastic use, what is recyclable and what happens to plastics after you use them.
    5. Redmond Sustainability Action at Home: Environmentally Preferable Purchasing A quick course on how to make better purchasing choices, information about local businesses in Redmond and why less can sometimes be more.
    6. Redmond Sustainability Action at Home: Dynamic Decluttering How to determine when it is time to get rid of items and making the best choice on where they go next.

- Send out resources and a survey link to participants after the class.
- If in person classes became an option, these could be offered in person at KCLS Redmond libraries

Survey and Reporting from Classes
The contractor would analyze survey results and prepare one annual summary report for the City. Incorporate City comments and finalize.

Task 2: Video Demo Clips

The contractor would create quick tips and demos for video clips for the City. These would again be Redmond specific and mention the City's resources in each clip with the demo so viewers would know where to go for more information.

Task 3: On-Demand Classes

Classes would be available "on demand" to provide for local business or community groups to set up as part of their regular meetings on a date/time of their choice.
If in person classes became an option, these could be offered in person at KCLS Redmond libraries

Task 4: Love Food, Stop Waste

In January-March 2021, Redmond solid waste staff will be working with a volunteer intern from University of Washington College of the Environment to complete a capstone project related to food waste prevention. The intern will be tasked with surveying food waste prevention efforts locally and beyond, including King County's Food: Too Good to Waste program. Following the research phase, the intern will develop and implement a pilot project drawing inspiration and adapting resources from other programs (such as King County's *Keep It Fresh* guide and sample social media posts). Other project elements may include:

- **Virtual cooking classes** – Offered in partnership with Redmond's Parks and Recreation Department (currently already running virtual recreation and enrichment classes), cooking classes could offer creative ways to use up leftovers and/or parts of foods that are usually not eaten. As we have done previously at in-person events, Redmond could partner with local chefs to share food-saving tips and tricks with residents.

- **Food waste "challenge"** – Building upon Redmond's previous food waste "challenges" in 2017 and 2018, this project may test a new version of the challenge, especially utilizing non-traditional communication platforms (previously, challenge participants were recruited through mail and the City's e-newsletter, limiting the inclusiveness of the effort). To support residents in completing the challenge, tools may be purchased and distributed to facilitate food management, such as:

  - Clear Pyrex storage containers to remember what needs to be used up
  - Banana "trees" to keep fruit from ripening too quickly
  - Cloth produce storage bags

- **General awareness and promotion** – This could include digital ads (leveraging content from the Ad Council's Save the Food campaign), social media campaigns, and traditional printed materials, such as produce storage guides.

- **Inclusive outreach** – Aside from a limited partnership with Hopelink food bank in 2017, Redmond has yet to make concerted efforts to reach audiences that have been traditionally underserved by government. This project presents an opportunity to prioritize audiences of focus, such multilingual residents and people living with low incomes. Activities may include translation/transcreation of promotional materials and partnering with community organizations to support related efforts.

- **Evaluation component** – The intern will be tasked with building in an evaluation methodology to pilot project design. Methods may include pre- and post-surveys of food waste challenge participants, social media metrics, feedback from class participants or other evaluation techniques.

Task 5: Commercial Organics Collection Program

Description:
To decrease waste and increase recycling, the City's Commercial Organics Collection program has proven successful in diverting organic material from the landfill to be recycled as compost. The program is operated through the City's contracted hauler, Waste Management, and serves both multi-family and commercial sectors. The service provides free of charge organics collection to selected multi-family and business accounts after an eligibility screening. An independent consultant is also under contract with the City to assist with implementing and monitoring the program.

Eligibility, Registration and Implementation:
All multi-family and business accounts are eligible to apply to participate in the free Commercial Organics Collection program. However, prior to receiving service, our consultant first conducts a screening of program applicants to ensure they meet the required eligibility standards and confirm that they have a firm commitment to the guidelines of separating the compostable waste correctly from both garbage and recyclables. Once an applicant is approved and registered in the program, the account is monitored by the WM route drivers and overseen by our consultant for any non-compliance or irregularities. If an account is found to not meet the program standards consistently, such as consistent contamination, it will then be dropped out from the program.

Service Schedule and Billing:
The collection service is carried out once or twice per week depending on accounts' needs with special 64- gallon carts of the distinguished color to avoid potential cross-contamination. WM bills the City monthly based on the subscription of the total

customers in the program. The cost is determined by the number of carts and frequency of the service per week instead of the volume collected.

Evaluation:
The following measures will be used to evaluate the project:
- The number of accounts enrolled in the program
- The tonnage collected in each month for waste diversion
- The cost of the monthly bill

Expenses and Budget

Task	Task/Program Name	Combined Expenses/Budget (2021-2022)
One	Outreach Classes	
Two	Video Demo Clips	
Three	On-demand Classes	**$149,974**
Four	"Love Food, Stop Waste" Pilot Project	
Five	Commercial Organics Collection Program	

(Note: The expenses will be moved around and adjusted among the five tasks as needed during the two-year funding cycle.)

Grant Administration

Administrator/Contact: Stacey Auer
Phone: 425-556-2745
Fax: 425-556-2820
Email: slauer@redmond.gov
Mailing Address: Environmental Programs
                          Public Works Department
                          15670 NE 85th Street, MS: 2NPW
                          PO Box 97010
                          Redmond, WA 98073-9710

(End)

2021-2022 WRR Grant Guidelines - Revised

Program Eligibility:
The King County Solid Waste Division (SWD) SWD has updated the WRR Recycling Case Studies document (Attachment 3) and created a WRR Case Studies Summary (Attachment 4), which include many creative and innovative project ideas for WRR Grant proposals/scopes of work. These case studies offer ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2019 Comprehensive Solid Waste Management Plan, all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-City projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Case Studies, which includes the examples below.

Examples of innovative projects:

- City Development of Contracts for "Responsible Recycling."
- King County Solid Waste Division Market Development for Recycled Materials.
- King County Climate Action Through Low Embodied Carbon Purchasing.
- King County SWD: Multicultural Recycling Outreach - Recicla Mas! Es Fascilisimo.
- Regional Code Development for C&D Diversion.
- Purchase School Milk Dispensers and Reusable Cups to Replace Single-use Milk Cartons.
- City of Auburn Commercial Food Waste Outreach.
- City of Bellevue Recycling Unusual of Bulky Items.
- City of Kirkland Organics Contamination Enforcement – Cart Tagging

Please contact Lucy Auster at 206-477-5268 or lucy.auster@kingcounty.gov if you have questions about specific program eligibility and/or consistency with the Comp Plan.

The following are not eligible for funding:

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:
    treated wood, paint, lead acid batteries, oil, gasoline, and antifreeze, fluorescent lights.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (Haz Waste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

Grant Administration

Requests for Reimbursement:
Cities may submit one request for reimbursement per year during the funding cycle, due no later than March 18, 2022 and March 17, 2023. Alternately, cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

Accrual Reporting:
By the 5th working days of January 2022 and January 2023, Cities must notify SWD of the amount of their total expenditures for work that has been completed but for which a request for reimbursement has not yet been submitted, so that SWD can accrue the amounts.

Progress Reports
Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official. Signed reports may be scanned and emailed.

Amendments
Formal amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work and/or budget. In general, a significant change would be one in which the City wishes to add or delete a task from their scope of work. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes and budgets to determine if a formal amendment is needed.

SWD has streamlined the amendment process to make it easier for Cities to make changes. A City wishing to amend it scope of work will send an email to Lucy Auster with a revised scope of work, including the following:

- A brief description of any new tasks, the amount, and the start and end dates.
- A brief description of additional work you will do in any existing task you wish to move funds into from another task, the amount, and start and end dates.
- A brief description of work currently in your scope that you will not be doing, the amount that will either be going to a new task or moving to an existing task and if so which one, and a start date.

Any work included in the new scope still needs to be consistent with the Comp Plan. Once the new scope of work is approved, SWD will follow up with a unilateral amendment to your agreement, which does not require City signature.

CERTIFICATE OF LIABILITY INSURANCE - Exhibit C

DATE (MM/DD/YYYY) 10/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Cathy Fleck
Leavitt Group Northwest PO Box 65770 University Place WA 98464	PHONE (A/C, No, Ext): (800)726-8771 FAX (A/C, No): (866)728-9168
	E-MAIL ADDRESS: cathy-fleck@leavitt.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Travelers Indemnity Company of America	25666
INSURER B: Travelers Indemnity Company	25658
INSURER C: Navigators Specialty Insurance Company	36056
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
City of Redmond
Attn: Irene Banschbach
P O Box 97010
Redmond   WA   98073-9710

COVERAGES   CERTIFICATE NUMBER: 20/21 Master   REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE X OCCUR	X		ZLP15P89041	9/1/2020	9/1/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Public Entity Mgmt Liab	$ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			8109158P192	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED X RETENTION $ 10,000			ZUP15P89458	9/1/2020	9/1/2021	EACH OCCURRENCE	$ 20,000,000
							AGGREGATE	$ 20,000,000
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	ZLP15P89041 Employers Liability	9/1/2020	9/1/2021	☐ PER STATUTE X OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Excess Liability over Umbrella			SF20EXC915586IC	9/1/2020	9/1/2021	Per Occurrence	10,000,000
							Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
2021-2022 WRR Grant Agreement
King County Solid Waste Division is named as Additional Insured per written contract and the terms and conditions of the form CG D4 80 02 09 and UM 04 76 07 08 attached

CERTIFICATE HOLDER	CANCELLATION
Lucy.Auster@kingcounty.gov King County Solid Waste Division Recycling & Environmental Svs Section Attn: Lucy Auster 201 S Jackson Street-Ste 701 Seattle, WA 98104	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE D DeLorenzo/CAFLEC *(signature)*

ACORD 25 (2014/01)   The ACORD name and logo are registered marks of ACORD

INS025 (201401)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR PUBLIC ENTITIES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. Owned Watercraft – 25 Feet Long Or Less

B. Who Is An Insured – Public Entities, Elected Or Appointed Officials, And Members Of Your Boards

C. Who Is An Insured – Employees And Volunteer Workers

D. Who Is An Insured – Owners, Managers Or Lessors Of Premises

E. Who Is An Insured – Lessors Of Leased Equipment

F. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement

G. Knowledge And Notice Of Occurrence Or Offense

H. Blanket Waiver Of Subrogation

I. Contractual Liability – Railroads

J. Damage To Premises Rented To You

PROVISIONS

A. OWNED WATERCRAFT – 25 FEET LONG OR LESS

1. The following is added to Exclusion **g., Aircraft, Auto Or Watercraft**, in Paragraph **2.** of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

   This exclusion does not apply to a watercraft you own that is:

   (a) 25 feet long or less; and

   (b) Not being used to carry any person or property for a charge.

2. The following is added to Paragraph **2.** of **SECTION II – WHO IS AN INSURED**:

   Any person or organization that, with your express or implied consent, either uses or is responsible for the use of a watercraft that you own that is:

   (1) 25 feet long or less; and

   (2) Not being used to carry any person or property for a charge.

B. WHO IS AN INSURED – PUBLIC ENTITIES, ELECTED OR APPOINTED OFFICIALS, AND MEMBERS OF YOUR BOARDS

1. The following is added to Paragraph **1.** of **SECTION II – WHO IS AN INSURED**:

   If you are designated in the Declarations as a public entity, you are an insured. Your lawfully elected or appointed officials, "executive officers" or directors are also insureds, but only with respect to their duties as your elected or appointed officials, "executive officers" or directors. Members of "your boards" are also insureds, but only with respect to their duties for you or "your boards". However, none of these officials, "executive officers", directors or members are insureds for:

   a. "Bodily injury" or "personal injury":

      (1) To you or to any of your "employees" while in the course of his or her employment or performing duties related to the conduct of your business or to any of your "volunteer workers" while performing duties

COMMERCIAL GENERAL LIABILITY

related to the conduct of your business;

(2) To the spouse, child, parent, brother or sister of that "employee" or "volunteer worker" as a consequence of Paragraph **a.(1)** above;

(3) To any fellow elected or appointed official, "executive officer" or director, or fellow member of "your boards";

(4) To the spouse, child, parent, brother or sister of that fellow official, "executive officer", director or member as a consequence of Paragraph **a.(3)** above; or

(5) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **a.(1)**, **(2)**, **(3)** or **(4)** above.

Unless you are in the business or occupation of providing "professional health care services", Paragraphs **a.(1)**, **(2)**, **(3)**, **(4)** and **(5)** above do not apply to "bodily injury" arising out of providing or failing to provide:

(1) First aid by any of your elected or appointed officials, "executive officers" or directors, or any members of "your boards", other than a doctor, nurse, nursing assistant, physician assistant, dental hygienist or assistant, optometrist, emergency medical technician, paramedic, coroner, physical therapist or physical therapy assistant, speech-language pathologist or speech therapy assistant, occupational therapist or occupational therapy assistant, psychologist, counselor, therapist, social worker or other health care professional; or

(2) "Good Samaritan services" by any of your elected or appointed officials, "executive officers" or directors, or any members of "your boards", other than a doctor or nurse.

Any such elected or appointed officials, "executive officers" or directors providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be

acting within the scope of their duties for you. Any such members of "your boards" providing or failing to provide first aid or "Good Samaritan services" during their work hours for "your boards" will be deemed to be acting within the scope of their duties for you or "your boards".

b. "Property damage" to property:

(1) Owned, occupied or used by;

(2) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by;

you, any of your "employees" or "volunteer workers", or that official, "executive officer", director or member.

Any of your lawfully elected or appointed officials, "executive officers", directors or members of "your boards" appointed at your request to serve with an outside tax-exempt entity will be deemed to be acting within the scope of their duties for you.

2. The following replaces the first sentence of Paragraph **1.d.** of **SECTION II – WHO IS AN INSURED**:

An organization other than a public entity, partnership, joint venture or limited liability company, you are an insured.

3. The following is added to the **DEFINITIONS** Section:

"Indian tribe" means a tribe, band, pueblo, village or community of American Indians, or Alaska Natives, that has been recognized as an Indian tribe by the government of:

a. The United States of America; or

b. Any state in the United States of America.

"Joint powers authority" means any organization formed by two or more public entities, or by a public entity and one or more "Indian tribes", that have agreed in a contract or agreement to jointly exercise any power common to them.

"Your boards":

a. Means any board, commission, or other governmental unit or department that:

(1) Is under your jurisdiction; and

(2) Is funded and operated as part of your total operating budget.

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b. Does not include any "joint powers authority".

C. WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS

1. The following replaces the first sentence of Paragraph 2.a. of SECTION II – WHO IS AN INSURED:

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a public entity, partnership, joint venture, or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

2. The following is added to Paragraph 2.a. of SECTION II – WHO IS AN INSURED:

Any of your "employees" appointed at your request to serve with an outside tax-exempt entity will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

D. WHO IS AN INSURED – OWNERS, MANAGERS OR LESSORS OF PREMISES

The following replaces Paragraph 4. of SECTION II – WHO IS AN INSURED:

4. Any person or organization that is a premises owner, manager or lessor is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" that arises out of the ownership, maintenance or use of that part of any premises leased or loaned to you.

The insurance provided to such premises owner, manager or lessor does not apply to:

a. Any "bodily injury" or "property damage" that occurs, or "personal and advertising injury" caused by an offense that is committed, after you cease to be a tenant in or to borrow that premises; or

b. Structural alterations, new construction or demolition operations performed by or on behalf of such premises owner, manager or lessor.

E. WHO IS AN INSURED – LESSORS OF LEASED EQUIPMENT

The following replaces Paragraph 5. of SECTION II – WHO IS AN INSURED:

5. Any person or organization that is an equipment lessor is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions in the maintenance, operation or use by you of equipment leased to you by such equipment lessor.

The insurance provided to such equipment lessor does not apply to any "bodily injury" or "property damage" that occurs, or "personal and advertising injury" caused by an offense that is committed, after the equipment lease expires.

F. BLANKET ADDITIONAL INSURED – PERSONS OR ORGANIZATIONS FOR YOUR ONGOING OPERATIONS AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that is not otherwise an insured under this Coverage Part and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" that:

a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement; and

b. Is caused, in whole or in part, by your acts or omissions in the performance of your ongoing operations to which that contract or agreement applies or the acts or omissions of any person or organization performing such operations on your behalf.

The limits of insurance provided to such insured will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

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COMMERCIAL GENERAL LIABILITY

G. KNOWLEDGE AND NOTICE OF OCCURRENCE OR OFFENSE

The following replaces Paragraphs **2.e.(1)** and **2.e.(2)** of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

(1) Notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known to you (if you are an individual), any of your lawfully elected or appointed officials, "executive officers" or directors (if you are a public entity), any of your partners or members who is an individual (if you are a partnership or joint venture), any of your managers who is an individual (if you are a limited liability company), any of your "executive officers" or directors (if you are an organization other than a public entity, partnership, joint venture or limited liability company), any of your trustees who is an individual (if you are a trust) or any "employee" authorized by you to give notice of an "occurrence" or offense.

(2) If you are a partnership, joint venture, limited liability company or trust, and none of your partners, joint venture members, managers or trustees are individuals, notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known by:

(a) Any individual who is:

(i) A lawfully elected or appointed official, executive officer or director of any public entity;

(ii) A partner or member of any partnership or joint venture;

(iii) A manager of any limited liability company;

(iv) An executive officer or director of any other organization; or

(v) A trustee of any trust;

that is your partner, joint venture member, manager or trustee; or

(b) Any employee authorized by such partnership, joint venture, limited liability company, trust or other organization to give notice of an "occurrence" or offense.

H. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph **8.**, **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

a. "Bodily injury" or "property damage" that occurs; or

b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

I. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:

   c. Any easement or license agreement;

2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

J. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the DEFINITIONS Section:

"Premises damage" means "property damage" to:

a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or

b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

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2. We have no duty to defend any insured against any "suit":

a. Seeking damages to which this insurance does not apply; or

b. If any other insurer has a duty to defend.

3. When we have the duty to defend, we may, at our discretion, investigate and settle any claim or "suit". In all other cases, we may, at our discretion, participate in the investigation, defense and settlement of any claim or "suit" for damages to which this insurance may apply. If we exercise such right to participate, all expenses we incur in doing so will not reduce the applicable limits of insurance.

4. Our duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments or settlements, or defense expenses if such expenses are within the limits of insurance of this policy.

5. We will pay, with respect to a claim we investigate or settle, or "suit" against an insured we defend:

a. All expenses we incur.

b. The cost of:

(1) Bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which this insurance applies; or

(2) Appeal bonds and bonds to release attachments;

but only for bond amounts within the applicable limit of insurance. We do not have to furnish these bonds.

c. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of such claim or "suit", including actual loss of earnings up to $1,000 a day because of time off from work.

d. All court costs taxed against the insured in the "suit". However, these payments do not include attorneys' fees or attorneys' expenses taxed against the insured.

e. Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.

f. All interest that accrues on the full amount of any judgment after entry of the judgment and before we have paid, offered to pay or deposited in court the part of the judgment that is within the applicable limit of insurance. If we do not pay part of the judgment for any reason other than it is more than the applicable limit of insurance, we will not pay any interest that accrues on that portion of the judgment.

With respect to a claim we investigate or settle, or "suit" against an insured we defend under **COVERAGE A – EXCESS FOLLOW-FORM LIABILITY**, these payments will not reduce the applicable limits of insurance, but only if the applicable "underlying insurance" provides for such payments in addition to its limits of insurance. With respect to a claim we investigate or settle, or "suit" against an insured we defend under **COVERAGE B – UMBRELLA LIABILITY**, these payments will not reduce the applicable limits of insurance.

SECTION II – WHO IS AN INSURED

A. COVERAGE A – EXCESS FOLLOW-FORM LIABILITY

With respect to Coverage **A**, the following persons and organizations qualify as insureds:

1. The Named Insured shown in the Declarations; and

2. Any other person or organization qualifying as an insured in the "underlying insurance". If you have agreed to provide insurance for that person or organization in a written contract or agreement:

a. The limits of insurance afforded to such person or organization will be:

(1) The amount by which the minimum limits of insurance you agreed to provide such person or organization in that written contract or agreement exceed the total limits of insurance of all applicable "underlying insurance"; or

(2) The limits of insurance of this policy;

whichever is less; and

b. Coverage under this policy does not apply to such person or organization if the minimum limits of insurance you agreed to provide such person or organization in that written contract or agreement are wholly within the total limits of insurance of all available applicable "underlying insurance".

B. COVERAGE B – UMBRELLA LIABILITY

With respect to Coverage **B**:

1. The Named Insured shown in the Declarations is an insured.

2. If you are:

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BUDGET SUMMARY REPORT FORM

2021-2022 Waste Reduction & Recycling Grant Program

City: _____   Date: _____

Address: _____   Phone: _____

_____   Invoice #: _____

_____   Report Period: _____

Preparer's Name: _____   Contract #: _____

Total amount requested this period: _____

Total amount previously invoiced: _____

Original interlocal amount: _____

Total amount charged to date: $ _____ -

Amount remaining for completion of interlocal: $ _____ -

Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					$ -
2					$ -
3					$ -
4					$ -
5					$ -
6					$ -
7					$ -
	TOTALS	$ -	$ -	$ -	$ -

For King County Use

Contract # _____ 0 _____

Project __1126942__   Org __720122__   Exp.Account __54150__   Task __22.000'__

Purchase Order # _____   Requisition # _____   Receipt _____

Supplier # _____   Supplier Pay Site _____   Invoice # _____   Payment Type _____

Total charges this period are approved for paymen $ _____

Project Manager: _____   Date _____

King County Waste Reduction Recycling Grant　　　　　　　**Expense Summary Form**
2021-2022 Grant Cycle
City of _____
Reimbursement Request # _____
Date _____
Contract # _____

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					0

INTERAGENCY AGREEMENT FOR 2021 and 2022

Between

KING COUNTY and the CITY OF REDMOND

This two-year Interagency Agreement "Agreement" is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Redmond, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as "Party" or "Parties."

PREAMBLE

King County and the City of Redmond adopted the 2019 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan . This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the Comp Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

I. PURPOSE

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

A. <u>The City</u>

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2021 and 2022 shall not exceed **$149,974**.

2. This Agreement provides for distribution of 2021 and 2022 grant funds to the City. However, grant funds are not available until January 1, 2021.

3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:

    a. a description of each activity accomplished pertaining to the scope of work; and

    b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

    If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 17, 2023.

    If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 18, 2022 and March 17, 2023.

    Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5th working day of January 2022 and January 2023, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.

5. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.

6. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.

7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.

8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.

9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

   These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than $1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2025.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."

12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.

13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.

14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.

15. This project shall be administered by Stacey Auer, Program Administrator, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of $10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than $10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to $10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.

3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Redmond" and/or "text provided courtesy of the City of Redmond."

4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.

5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

III. DURATION OF AGREEMENT

This Agreement shall become effective on either January 1, 2021 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2021, and shall terminate on June 30, 2023. The City shall not incur any new charges after December 31, 2022. However, if execution by either Party does not occur until after January 1, 2021, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2021 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

IV. TERMINATION

A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.

B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.

C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.

D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

V. AMENDMENTS

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope.

VI. HOLD HARMLESS AND INDEMNIFICATION

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

VII. INSURANCE

A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be $1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a $2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.

B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.

C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IX. TIME IS OF THE ESSENCE

The County and City recognize that time is of the essence in the performance of this Agreement.

X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

XI. NOTICE

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

> Lucy Auster, Project Manager, or a provided designee
> King County Solid Waste Division
> Department of Natural Resources and Parks
> Lucy.auster@kingcounty.gov

If to the City:

> Stacey Auer, Program Administrator, or a provided designee
> City of Redmond
> 15670 NE 85th Street, MS: 2NPW
> PO Box 97010
> Redmond, WA 98073

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

City of Redmond   **King County**

_____   BY_____
Angela Birney, Mayor

                                                    Pat D. McLaughlin, Director
                                                    Solid Waste Division

                                                    For Dow Constantine, King County Executive

_____   _____
Date   Date

City of Redmond

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-099
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Dave Juarez	425-556-2733

DEPARTMENT STAFF:

Public Works	Steve Hitch	Interim EUSD Manager
Public Works	Aaron Moldver	EUSD Utility Supervisor
Public Works	Stacey Auer	EUSD Program Administrator

TITLE:

Approve the Inter-Agency Agreement for 2021 - 2022 Local Hazardous Waste Management Program Grant with Seattle & King County Department of Public Health (Contract No. 6169 EHS) in the amount of $53,132

OVERVIEW STATEMENT:

The City is eligible to receive a biannual grant of $53,132 from the Seattle-King County Department of Public Health in the calendar years of 2021 - 2022. The Health Department will distribute the grant money to fund educational opportunities, outreach materials, and the household battery recycling/collection program at multiple city facilities. In 2019 - 2020, the City received a total of $46,136 under the Local Hazardous Waste Management Program grant.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  2019 King County Comprehensive Solid Waste Management Plan
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**

Grants in excess of $50,000 require Council approval.

OUTCOMES:
The grant will allow the City to provide the Redmond Community with the following educational opportunities and programs:
•   Citywide Hazardous Waste Educational Opportunities
•   Household Battery Recycling and Collection Program
•   Household Hazardous Waste Mailer to Residents

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
$53,132

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
00216

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: ☐ **Yes**   ☒ **No**   ☐ **N/A**
If yes, explain:
N/A

Funding source(s):
2021 - 2022 Local Hazardous Waste Management Program Grant

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:

The City must complete the grant supported activities and spend the Local Hazardous Waste Management Program grant funds by December 31, 2022.

ANTICIPATED RESULT IF NOT APPROVED:

The City would lose grant funding for this program.

ATTACHMENTS:

Attachment A: Local Hazardous Management Program Grant Use
Attachment B: Public Health Department of Seattle-King County Inter-Agency Contract: PHSKC Agreement # 6169 EHS

Grant Use

a) Citywide Educational Opportunities

The City will provide hazardous waste education for Redmond residents through online or in-person workshops, a video library and/or other educational materials. These events and communication materials will provide information about hazardous products identification and proper disposal, reducing the use of hazardous materials and/or adopting safer alternatives.

b) Household Battery Recycling and Collection Program

This program is ongoing. An annual average of over 6,000 pounds of household batteries is collected from eight sites at participating city facilities. The purpose of the program has been to encourage recycling and reduce the amount of hazardous materials generated in our community. The program has proven to be easy, convenient, and effective for the residents.

c) Household Hazardous Waste Collateral

The City will produce and mail a city-wide flyer to Redmond residents that promotes the safe disposal of household hazardous waste.

Public Health Seattle & King County	COMMUNITY SERVICES AGREEMENT – OTHER GOVERNMENT	PHSKC Agreement # 6169 EHS

This Agreement is between King County and the Recipient identified below. The County department overseeing the work to be performed in this Agreement is the Department of Public Health (PHSKC).

RECIPIENT NAME	RECIPIENT FEDERAL TAX ID #
City of Redmond	91-6001492
RECIPIENT ADDRESS	**RECIPIENT CONTACT & EMAIL ADDRESS**
15670 NE 85th St. PO Box 97010, MS 2NPW, Redmond, WA 98073-9710	Stacey Auer; SLAUER@redmond.gov

PHSKC DIVISION	PROJECT TITLE
EHS	Local Hazardous Waste Management Program

AGREEMENT START DATE	AGREEMENT END DATE	AGREEMENT MAXIMUM AMOUNT
January 01, 2021	December 31, 2022	$53,132.18

FUNDING DETAILS

Funding Source	PHSKC Contract #	Amount	Effective Dates
King County Local Hazardous Waste Management Program	NA	$53,132.18	Jan 01 2021 TO Dec 31 2022

FUNDING SUMMARY FEDERAL: $0.00	COUNTY: $53,132.18	STATE: $0.00	OTHER: $0.00

IS THE RECIPIENT A SUBRECIPIENT FOR PURPOSES OF THIS AGREEMENT? No

EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:
Exhibit A-Scope of Work; Exhibit B-Budget; Exhibit C-Invoice template.

In consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree that the Recipient shall provide services and comply with the requirements set forth in this Agreement. The parties signing below represent that they have read and understand this Agreement, and have the authority to execute this Agreement. Furthermore, in addition to agreeing to the terms and conditions provided herein, by signing this Agreement, the Recipient certifies that it has read and understands the Agreement requirements on the PHSKC website (http://www.kingcounty.gov/health/contracts), and agrees to comply with all of the Agreement terms and conditions detailed on that site, including EEO/Nondiscrimination, HIPAA, Insurance, and Credentialing, as applicable.

RECIPIENT SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED

PHSKC SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED

Approved as to Form: OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY
(This form is available in alternate formats for people with disabilities upon request.)

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KING COUNTY TERMS AND CONDITIONS

1. **Agreement Term and Termination**

   A. This Agreement shall commence on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.

   B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.

   C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice in the event: (1) the Recipient materially breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages, including any additional costs of procurement of similar services from another source.

   If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

   D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon written notification to the Recipient, terminate or suspend this Agreement in whole or in part.

   If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement ; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

   Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. Should such appropriation not be approved, this Agreement will terminate at the close of the current appropriation year.

   E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

2. **Compensation and Method of Payment**

   A. The County shall reimburse the Recipient for satisfactory completion of the services and requirements specified in this Agreement, payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, which complies with the attached Budget Exhibit.

   B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 60 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.

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C. The Recipient shall submit its final invoice and all outstanding reports within 90 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any subsequent invoice.

D. If the signature date of this Agreement occurs after the Start Date listed on page 1, the Recipient may seek compensation for activities performed as of the Start Date, provided that such activities and expenses are identified in the Scope of Work and Budget and that such compensation is compliant with all other terms of this Agreement.

E. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.

F. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprograming of under expenditures.

G. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.

1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: http://www.gsa.gov.

2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference http://www.gsa.gov for the current host city per diem rates.

3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.

4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

3. Internal Control and Accounting System

The Recipient shall establish and maintain a system of accounting and internal controls which complies with applicable generally accepted government accounting standards (GAGAS).

4. Debarment and Suspension Certification

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not presently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter into a sub-agreement with a Recipient that is debarred, suspended, or proposed for debarment. The Recipient agrees to notify King County in the event it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

5.   **Maintenance of Records/Evaluations and Inspections**

A.   The Recipient shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Agreement funds and compliance with this Agreement.

B.   In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following:

1.   Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and

2.   Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all businesses seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review the foregoing records. The Recipient shall provide every assistance requested by the County during such visits. In all other respects, the Recipient shall make the foregoing records available to the County for inspection and copying upon request. If this Agreement involves federal funds, the Recipient shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the Agreement documents.

C.   Except as provided in Section 6 of this Agreement, the records listed in A and B above shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with Revised Code of Washington (RCW) Chapter 40.14.

D.   Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.

E.   The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.

F.   The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

6.   **Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at http://www.kingcounty.gov/healthservices/health/partnerships/contracts

7. **Audits**

   A. If the Recipient is a municipal entity or other government institution or jurisdiction, it shall notify the County in writing within 30 days of when its annual report of examination/audit, conducted by the Washington State Auditor, has been completed.

   B. Additional audit or review requirements which may be imposed on the County will be passed on to the Recipient and the Recipient will be required to comply with any such requirements.

8. **Corrective Action**

   If the County determines that a breach of Agreement has occurred, that is, the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

   A.   The County will notify the Recipient in writing of the nature of the breach;

   The Recipient shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Agreement into compliance, which date shall not be more than ten (10) days from the date of the Recipient's response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;

   B. The County will notify the Recipient in writing of the County's determination as to the sufficiency of the Recipient's corrective action plan. The determination of sufficiency of the Recipient's corrective action plan shall be at the sole discretion of the County;

   C. In the event that the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may commence termination or suspension of this Agreement in whole or in part pursuant to Section 1.C.;

   D. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and

   E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

9. **Dispute Resolution**

   The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

10. **Hold Harmless and Indemnification**

   A. In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, employees, or subcontractors are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

   The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, subcontractors and/or others by reason of this Agreement. The Recipient shall protect, indemnify, and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or

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losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

B. The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, or subcontractors. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.

C. The Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents in its performance or non-performance of its obligations under this Agreement. In the event the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.

D. The County shall defend, indemnify, and hold harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the County, its officers, employees, or agents in its performance or non-performance of its obligations under this Agreement. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

E. Claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

F. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.

G. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

11. Insurance Requirements

By the date of execution of this Agreement, the Recipient shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages and requirements are at http://www.kingcounty.gov/healthservices/health/partnerships/contracts; Recipients shall read and provide required insurance documentation prior to the signing of this Agreement.

12. Assignment/Sub-agreements

A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County.

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Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.

B. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, <u>provided</u> that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.

C. The Recipient shall include Sections 2.E., 2.G., 3, 4, 5, 6, 10.A., 10.B., 10.G., 12, 13, 14, 15, 16, 17, 23, 24, 27, and the Funder's Special Terms and Conditions, if attached, in every sub-agreement that relates to the subject matter of this Agreement.

D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:

"Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph."

13. <u>Nondiscrimination and Equal Employment Opportunity</u>

The Recipient shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

During performance of the Agreement, the Recipient agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Recipient will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at http://www.kingcounty.gov/healthservices/health/partnerships/contracts; Recipients shall read and certify compliance.

14. <u>Conflict of Interest</u>

A. The Recipient agrees to comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement pursuant to Section II and subject the Recipient to the remedies stated therein, or otherwise available to the County at law or in equity.

B. The Recipient agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the county will be cancelled and it shall not be able to bid on any county Agreement for a period of two years.

C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County

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employees involved in this transaction may result in the County's denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

15. **Equipment Purchase, Maintenance, and Ownership**

   A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of $5,000 per item or more, when the purchase of such equipment is reimbursable as an Agreement budget item, is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the equipment.

   B. The Recipient shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.

16. **Proprietary Rights**

The parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the party that produces such material or article. If any patentable or copyrightable material or article should result from the work described herein and is jointly produced by both parties, all rights accruing from such material or article shall be owned in accordance with US Patent Law. Each party agrees to and does hereby grant to the other party, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient which are modified for use in the performance of this Agreement.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient that are not modified for use in the performance of this Agreement.

17. **Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

18. **King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

19. **Future Support**

The County makes no commitment to support the services awarded for herein and assumes no obligation for future support of the activity awarded herein except as expressly set forth in this Agreement.

20. **Entire Agreement/Waiver of Default**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement

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unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

21. Amendments

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement. Changes to the County's Agreement numbering system or fund source may be made unilaterally by the County and without the need for amendment of this Agreement. The Recipient shall be notified in writing of any changes in the Agreement number or fund source assigned by the County; provided, however, that the total compensation allocated by the County through this Agreement does not change.

22. Notices

Whenever this Agreement provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Recipient and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

23. Services Provided in Accordance with Law and Rule and Regulation

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

24. Applicable Law

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

25. Electronic Processing and Signatures

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at https://www.docusign.com/company/terms-of-use.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

26. Counterparts and Signatures by Fax or Email

This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement. Further, upon executing this Agreement, either party may deliver the signature page to the other by fax or email and that signature shall have the same force and effect as if the Agreement bearing the original signature was received in person.

27. No Third Party Beneficiaries

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

END OF COUNTY TERMS AND CONDITIONS

Agreement # 6169 EHS
EXHIBIT A
SCOPE OF WORK

CITY OF REDMOND
1/1/2021-12/31/2022

Background

The Local Hazardous Waste Management Plan (hereafter referred to as the "Plan") as updated in 1997 and 2010, was adopted by the partner agencies (the King County Solid Waste Division, the Seattle Public Utilities, the King County Water and Land Resources Division, and Public Health – Seattle and King County) and the cities located in King County. The Washington State Department of Ecology in accordance with RCW 70.105.220 subsequently approved the Plan. The City is an active and valued partner in the regional Local Hazardous Waste Management Program (hereafter referred to as the "Program").

The purpose of this Exhibit is to define the relationship associated with the Program's funding of City activities performed under the auspices of the Plan and as approved by the Program's Management Coordination Committee (hereinafter referred to as the "MCC"). This Agreement further defines the responsibilities of the City and Public Health – Seattle and King County with respect to the transfer of Program monies.

Scope of Work

The City will collect household batteries year-round from residents at multiple locations.

The City will provide hazardous waste education for Redmond residents through online or in-person workshops, a video library and/or other educational materials. These events and communication materials will provide information about hazardous products identification and proper disposal, reducing the use of hazardous materials and/or adopting safer alternatives.

The City will produce and mail a city-wide flyer to Redmond residents that promotes the safe disposal of household hazardous waste.

Responsibilities of the Parties

The City

1.   The City shall develop and submit project proposals and budget requests to the Program's Contract Administrator. Funds provided to the City by the Program pursuant to this Agreement shall be used to implement hazardous waste programs and/or services as approved by the MCC.

2.   The City shall submit timely reimbursement requests as negotiated with the Contract Administrator. For reimbursement, the City shall submit the following to the Contract Administrator:

a) An invoice (see Exhibit C). Invoices should be sent to the Contract Administrator for approval and payment.

b) A brief description of activity accomplished and funds expended in accordance with the scope of work.

c) Copies of invoices for expenditures or a financial statement prepared by the City's finance department. The financial statement should include vendor names, a description of services provided, date paid and a check or warrant number.

d) A legible copy of the Hazardous Waste Manifest.

3. The City shall submit to the Contract Administrator no later than December 5th of each year a final invoice or estimate for activities completed in that calendar year.

4. It is the responsibility of the City to comply with all applicable county, state and/or federal reporting requirements with respect to the collection and transfer of moderate risk wastes. The City shall report to the Contract Administrator the quantity, by type, of moderate risk waste collected using Program funds. The City shall also provide the Contract Administrator with copies of EPA's Non-Hazardous Waste Manifest or similar form, associated with the transport of moderate risk waste collected through Program-funded events.

5. The City is solely responsible for any and all spills, leaks or other emergencies arising at the facilities associated with the City's events or in any other way associated with activities conducted within the scope of this Agreement. In the event of a spill or other emergency, the City is responsible for complying with all applicable laws and regulations.

6. The City agrees to appropriately acknowledge the Program in all media produced – in part or in whole – with Program funds. Where feasible, the City will use the Program's logo. The intent of this provision is to further strengthen this regional partnership in the public's mind.

7. The City agrees to provide the Program with copies of all media material produced for local hazardous waste management events or activities that have been funded by the Program. The City also agrees to allow the Program to reproduce media materials created with Program money provided that the Program credits the City as the originator of that material.

8. This project shall be administered by Stacey Auer at the City of Redmond, 15670 NE 85th Street, Redmond, at (425) 556-2745, (SLAUER@redmond.gov) or her designee.

9. Questions or concerns regarding any issue associated with this Exhibit that cannot be handled by the Contract Administrator should be referred to the LHWMP Program Director for resolution.

Seattle-King County Department of Public Health

1. Seattle-King County Department of Public Health shall administer, via the attached Agreement, the transfer of Program funds to the City for hazardous waste management events and activities.

2. Within ten (10) working days of receiving a request for reimbursement from the City, the Contract Administrator shall either notify the City of any exceptions to the request

which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reasons for such exception. The Contract Administrator will not authorize payment for activities and/or expenditures that are not included in the scope of work, unless the scope has been amended. The Contract Administrator retains the right to withhold all or partial payment if the City's invoices are incomplete (e.g. they do not include proper documentation of expenditures for which reimbursement is being requested) or are not consistent with the submitted scope of work.

Program Contacts

Lynda Ransley
LHWMP Program Director
201 S Jackson St, Ste. 600
Seattle, WA 98104
206-263-8241
lynda.ransley@kingcounty.gov

Joy Carpine-Cazzanti
LHWMP Contract Administrator
401 Fifth Avenue, Suite 1100
Seattle, WA 98104
206-263-0365
jcarpine@kingcounty.gov

EXHIBIT B

2021-2022 BUDGET

LOCAL HAZARDOUS WASTE MANAGEMENT PROGRAM

City of Redmond
15670 NE 85th St.
Redmond, WA 98073-9710

Component Description	2021-2022 Budget	Total
Household Hazardous Waste Activities	$53,132.18	**$53,132.18**
TOTAL	$53,132.18	**$53,132.18**

Footnote: The 2021-2022 budget can be partly or totally spent in either 2021 and/or 2022 but cannot exceed the budget total in these two years.

City of Redmond

Public Health
Seattle & King County

INVOICE

Agreement # 6169 EHS
Exhibit C
Period of Performance: 1/1/21-12/31/22

City of Redmond
15670 NE 85th St
Redmond, WA 98073-9710
Invoice Processing Contact: Stacey Auer
(425) 556-2745
SLAUER@redmond.gov

Submit signed invoice to:
Joy Carpine-Cazzanti
Local Hazardous Waste Management Program
Public Health - Seattle & King County
401 5th Ave., Suite 1100
Seattle, WA 98104
jcarpine@kingcounty.gov

King County Accounts Payable Information	
Purchase Order #	
Supplier Name	City of Redmond
Supplier #	2246
Supplier Pay Site	LHWMP
Remit to Address	15670 NE 85th St
	Redmond, WA 98073-9710
Invoice Date	
Invoice #	
Amount to be Paid	
PH Program name/phone	Kristin Painter (206) 477-5470

Invoice for services rendered under this Agreement for the period of:

Start Date	End Date

MM/DD/YY

Project	Organization	Expend Acct	Task	CPA	Amount
1114016	860000	53105	001		

Attach sheet for multiple POETAs

Expenditure Item	2021-22 Budget	Previously Billed	Current	Cumulative	Balance
HHW Activities	$53,132.18				$53,132.18
Total	**$53,132.18**				**$53,132.18**

Materials and quantities collected:

Gallons of motor oil	
Number of motor oil filters	
Gallons of mixed fuel	
Gallons of antifreeze	
Pounds of lead acid batteries	
Pounds of dry batteries	
Number of CFC aplliances	
Other (please specify)	

I, the undersigned, do hereby certify under the laws of the State of Washington penalty of perjury, that this is a true and correct claim for reimbursement services rendered. I understand that any false claims, statements, documents, or concealment of material fact may be prosecuted under applicable Federal and State laws. This certification includes any attachments which serve as supporting documentation to this reimbursement request.

_____   _____
Recipient Signed   Date   PH Authorization / Approval   Date

_____
Print Name

INVOICE DETAIL

Salaries & Wages- List by Employee	Hours	Rate of Pay/ Hr	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
Subtotal			$ -	$ -	$ -	$ -	$ -

Fringe Benefits	Base	Rate	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
Subtotal			$ -	$ -	$ -	$ -	$ -

Consultant Costs- Itemize by consultant below	Unit of measure	Rate	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
Subtotal			$ -	$ -	$ -	$ -	$ -

Supplies- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
Subtotal	$ -	$ -	$ -	$ -	$ -

Travel			Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
In State Travel	Total # of Miles	Rate					
Out of State Travel	# of People	Rate					
Per Diem and Lodging	# of People	# of Units	Unit Cost				
Subtotal			$ -	$ -	$ -	$ -	$ -

Other Costs- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -

Overhead Costs- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
		$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -

	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
Direct Costs Total	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Grand Total	$ -	$ -	$ -	$ -	$ -

Notes regarding this Invoice

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-142
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Beverly Mesa-Zendt	Deputy Director
Planning and Community Development	Don Cairns, PE	Transportation Planning and Engineering Manager
Planning and Community Development	Jeff Churchill	Long-Range Planning Manager
Planning and Community Development	Tam Kutzmark	Senior Planner

TITLE:

Authorize the Mayor to Execute a Professional Services Agreement with Fehr & Peers, in the Amount of $150,000 for Travel Demand Modeling in Support of Redmond 2050, the Transportation Master Plan (TMP) Update, and the Overlake Neighborhood Plan (ONP) Update

OVERVIEW STATEMENT:

This action will approve an agreement with Fehr & Peers to perform travel demand modeling that will support and inform the TMP update and the Redmond Comprehensive Plan periodic review and update.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

Staff are asking the Council to place this item on the Consent Agenda for approved on April 20, 2021.

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
    - Redmond Comprehensive Plan
    - Transportation Master Plan
    - Overlake Neighborhood Plan
    - Community Strategic Plan
- **Required:**

   o   RCW 36.70A.040 requires Redmond to complete a periodic update and review of its comprehensive plan, of which transportation planning is a part, by June 30, 2024.
   o   RCW 39.80 and City Purchasing Policies and Procedures require Council authorization for the Mayor to sign the professional services agreement.

- **Council Request:**
  N/A
- **Other Key Facts:**
  Council authorized funding for travel demand modeling in the 2021-22 biennial budget as part of Phase 1 of the Redmond 2050 effort.

OUTCOMES:

This professional services agreement will facilitate the modeling and evaluation of citywide and neighborhood-specific travel demand in support of Redmond 2050, the TMP update, and the ONP update. The information will help to guide City decisions concerning mobility in a manner that supports the overall vision for the community as described in the Redmond Comprehensive Plan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
$150,000 for travel demand modeling

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
000343 Mobility of People and Goods

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☒ **Yes**   ☐ **No**   ☐ **N/A**
If yes, explain:
Travel demand modeling also supports updating the Transportation Facilities Plan (20-year funding-constrained investment plan) and transportation impact fees, which impacts future revenues and costs.

Funding source(s):

Impact fees

Budget/Funding Constraints:
RCW 82.02.050 limits impact fee expenditures to those that finance system improvements to serve growth.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:
Council approval of the professional services agreement is critical to maintaining the overall project schedule, which requires that Redmond 2050, the TMP Update, and the ONP update must be completed no later than June 30, 2024.

ANTICIPATED RESULT IF NOT APPROVED:
Redmond 2050, the TMP Update, and the ONP update will not proceed.

ATTACHMENTS:
Attachment A - Budget and Scope of Work (City is finalizing the agreement; Attachment A will be provided at the Council business meeting)

City of Redmond

Memorandum

Date: 4/13/2021   **File No.** CM 21-144
Meeting of: Committee of the Whole - Planning and Public Works   **Type:** Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Dave Juarez	425-556-2743
Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Public Works	Bassam Al-Ali	Construction Project Manager
Public Works	Adnan Shabir	Senior Engineer
Planning and Community Development	Peter Dane	Senior Planner

TITLE:

Approve Design Consultant Contract, Scope, and Fee for 90th Street Preservation Project and Authorize Staff to Negotiate and Acquire Property Rights as Needed for the Project

OVERVIEW STATEMENT:

Consultant proposals have been reviewed and ranked; negotiations with selected consultant started and final scope and fee negotiated (see attached). Project targeted for Council meeting on April 20 for design consultant agreement acceptance.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**

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Request for proposals advertised on February 24, proposals received, and interviews completed. Design Consultant selected and negotiation of final scope and fee completed. Design consultant agreement will be presented for Council approval on April 20th.

OUTCOMES:

A complete design plan set addressing distressed roadway sections with a complete pavement resurfacing between Willows Road and Redmond Woodinville Road that includes new channelization, new vehicle loop detectors, ADA curb ramps with associated APS upgrades to the current ADA standards, and a complete pavement rehabilitation that will last 20 years or more.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost: $2,393,969
Design cost estimate = $516,300
Construction estimated cost= $1,877,668

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
CIP

Budget Priority:
N/A

Other budget impacts or additional costs: ☐ **Yes**   ☐ **No**   ☒ **N/A**
If yes, explain:
N/A

Funding source(s):
CIP funds $993,969
PSRC Federal Grant funds $1,400,000
Total estimated project cost = $ 2,393,969

Budget/Funding Constraints:
Construction obligation deadline of June 1, 2022.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:
Construction obligation deadline of June 1, 2022.

ANTICIPATED RESULT IF NOT APPROVED:
The City will not be able to complete project design in time to meet construction grant deadline, the pavement preservation project will not occur, and pavement deterioration will continue.

ATTACHMENTS:
Attachment A: Vicinity Map
Attachment B: Project Scope of work
Attachment C: Project design fees

90th Street Preservation Vicinity Map

KIRKLAND

REDMOND

Willows Road

Red-Wood Road

Downtown Redmond
Regional Growth Center

PROJECT LOCATION

Redmond Way

BELLEVUE

SR-520

N
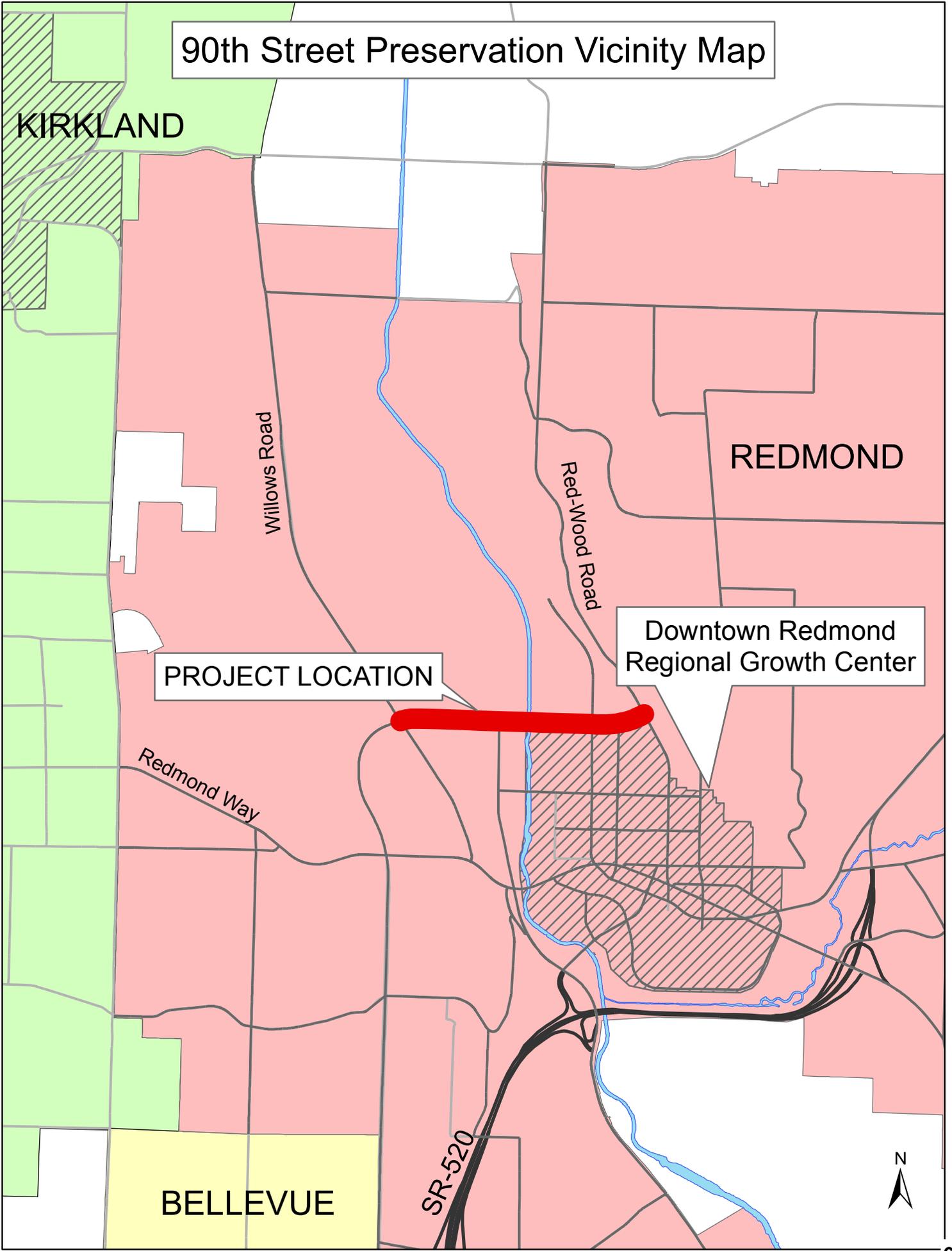
CITY OF REDMOND

90TH STREET PRESERVATION PROJECT

PRELIMINARY AND FINAL DESIGN SERVICES

PROJECT NO. 20012026

FEDERAL AID NO. STP(UL)-

SCOPE OF WORK

MARCH 31, 2021

A. PROJECT DESCRIPTION / BACKGROUND

90th Street primarily consists of an asphalt roadway between Willows Road and Redmond Woodinville Road. The roadway generally consists of 3-4 vehicle lanes and bicycle lanes. The asphalt has aged to varying degrees of deterioration and needs rehabilitation. Several ADA curb ramps and associated APS will require upgrade to current ADA standards. The 90th Street bridge links the east and west side of the street over the Sammamish River. Resurfacing of the bridge is not part of the scope of this project.

This project has federal funds (STP) for both design and construction.

B. ASSUMPTIONS

The following are project assumptions:

➢ This project will not make changes to the WSDOT owned and City maintained signalized intersection at Redmond Woodinville Road and will not trigger an Intersection Control Evaluation (ICE) of that intersection. The only impact will be in-kind signal loop replacement and during construction, temporary video detection will be provided.

➢ This project will not impact channelization within the WSDOT ROW and will be exempt from a WSDOT channelization plan. City will confirm with Local Programs prior to on-set of project NTP.

➢ Impacts to the Willows Rd intersection will be in-kind signal loop replacement.

➢ Project limits will stop on either side of bridge deck and abutment.

➢ Design and construction activity shall remain between back of curb to back of curb, except for ADA ramp improvements at intersections.

➢ Floodplain analysis will not be required as the project will not generate additional fill within the floodplain boundary.

➢ This project will be exempt per the City's Stormwater Technical Notebook under the definition of a pavement maintenance project.

➢ This project will be exempt from Shoreline permits.

➢ This project will not require formal ESA consultation with National Marine Fisheries Services (NMFS) and will apply for an ESA exemption.

➢ The project will require Right-Of-Way coordination for temporary construction or sidewalk easements.

➢ Horizontal and vertical datums utilized will be NAD83/2011 and NAVD88 respectively.

➢ Potholes will be performed by Franchise Utilities and no survey pick-ups at pothole locations will be performed by the Consultant.

C. KPG DELIVERABLES

Deliverables prepared by the Consultant are identified at the end of each task.

D. CITY OF REDMOND PROVIDED ITEMS:

The City of Redmond will provide / prepare the following:

➢ Traffic Data along the corridor and intersections from 2018-2020.
➢ Plans and contact information for the 90th St Pond project
➢ Plans, contract documents, and reports for the 90th St Bridge Construction and Maintenance work.
➢ Any adjacent development permits, plans, consultations, reports available through public records.
➢ Submittal reviews, comments, and approvals (one (1) compiled set per submittal)
➢ As-built plans, GIS maps, or other existing mapping available
➢ Inadvertent Discovery Plan
➢ Boiler plate specifications (word format)

E. SCOPE OF WORK

WORK ELEMENT 1 – MANAGEMENT / COORDINATION / ADMINISTRATION

1.1.   The Consultant will provide continuous project management for the project duration through the final design phase (estimate 12 months).

1.2.   The Consultant will provide continuous management and administration of all subconsultants included in this scope of work.

1.3.   The consultant will set-up and facilitate Bi-monthly check-in meeting between KPG, City staff, and subconsultants using Microsoft Teams. (estimate 24 meetings)

1.4.   The Consultant will prepare and update the project schedule using Microsoft Project (estimate 2 updates).

1.5.   The Consultant will provide quality assurance / quality control (QA/QC) reviews of all work products and ensure the project meets federal guidelines prior to submittal for City review.

Work Element 1 Deliverables:

➢ *Monthly Progress Reports*
➢ *Monthly Invoices*
➢ *Meeting Minutes*
➢ *Critical Path Project Schedule (PDF)*

> *Consultant Responses to comments documentation at review periods.*

WORK ELEMENT 2 – SURVEY AND BASE MAPPING

2.1.   The Consultant will provide mapping work to prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD Civil 3D format of the project within the limits described below. The base mapping work will include:

> The mapping limits shall be from the crosswalks at 90th St at the Willows Rd intersection to stop bar on 90th St at the Redmond-Woodinville Rd. Mapping shall extend 50 feet up each side street to ensure drainage concerns and tie-ins are properly addressed. Mapping will not go beyond the back of curb, except to map roadway signage, along the mainline of 90th St. At intersections, mapping will include back of curb to back of sidewalk to ensure within the radius of the curb to capture all existing and proposed ADA modifications. Existing sidewalk mapping for the length of the corridor will be incorporated using GIS data and field verification.

> One-foot contours generated from the DTM.

> Profiles of the existing roadway surface along the edge of pavement and at the roadway crown line. Points will be surveyed at approximately 25-ft intervals.

2.2.   Field Survey and Note Reduction. Perform note reduction of the field survey data.

2.3.   The Consultant will establish horizontal and vertical control points along the corridor and within the project limits described above. Approximately 10 control points will be established and will be made available for the construction contractor's use during construction. The Consultant will locate, field survey, and calculate positions for visible and accessible monuments and control points throughout the project limits, using the Washington State plane coordinate system as indicated in the assumptions above. Conventional or GPS surveying methods will be used on this project. Monuments or corners to be located and field surveyed may include the following:

o Section Corners
o Monuments shown or found as indicated on survey records.

2.4.   The consultant will field locate geotechnical borings and incorporate them into the basemap in support of Work Element 4.

2.5.   Survey utility location paint marks provided, using a utility locating company, at 25-ft intervals and visible and accessible surface features (valves, manholes, catch basins, junction boxes, hydrants, and vaults). Pipe inverts inside manholes and catch basins will not be measured.The Consultant will prepare an as-built utility AutoCAD layer in the base map from this information.

Work Element 2 Deliverables:

> *Electronic basemap in KPG AutoCAD Civil 3D 2018 format*

WORK ELEMENT 3 – PRELIMINARY DESIGN

3.1.   The Consultant will perform a background review of all existing information along the corridor including but not limited to, 90th St Pond documents, adjacent parcel development plans, and 90th St bridge construction plans and reports. Existing information will be incorporated into Plans and work approach, as feasible.

3.2.   The Consultant will prepare a curb ramp assessment worksheet evaluating each curb ramp for slope, dimensional, and pedestrian push button (PPB) compliance. This evaluation will be based on the City adopted 2011 PROWAG guidelines per the City's ADA Transition Plan.

3.3.   Field verify limits and scope of construction activity with City Staff and establish the project footprint for Work Elements 5 and 6.

3.4.   Prepare 30% Plans and Cost Estimate. Once project limits have been confirmed, a 30% plan set will be prepared with a corresponding engineer's cost estimate for construction. The 30% Plans will be formatted to provide sufficient detail for convenient field layout of all proposed improvements and will set the horizontal project envelope baseline. City Standard Details and WSDOT Standard Plans will supplement the project specific details as required.

Plans shall be 1"=20' scale full size and shall include:

> ➢ Title and Index sheet with a vicinity map
> ➢ Legends, Abbreviations, Survey Control and General Notes
> ➢ Typical Sections and Details
> ➢ Site Preparation and Temporary Erosion and Sediment Control (TESC) plans
> ➢ Roadway, Channelization and Signing Plans
> ➢ Intersection Plans (curb ramp blow ups)
> ➢ Signal Modification Plan and Details

3.5.   The Consultant will coordinate with Environmental and Utility Services for stormwater commitments and will prepare a Draft Technical Drainage Memo in accordance with the Stormwater Management Manual for Western Washington, current edition, as modified by the City of Redmond's Stormwater Technical Notebook, current edition.

Work Element 3 Deliverables:
> ➢ *Curb ramp assessment worksheet (PDF / BlueBeam)*
> ➢ *30% Review Submittal: (1) – Half Size (11"x17") Plans, electronic PDF / BlueBeam, and (1) – Engineer's Construction Cost Estimate, electronic excel spreadsheet and PDF / BlueBeam*
> ➢ *Draft Technical Drainage Memo (PDF / BlueBeam)*

WORK ELEMENT 4 – GEOTECHNICAL EXPLORATION

4.1. The Consultant will support HWA GeoSciences for geotechnical exploration activities and provide CAD maps and field visits. The following geotechnical items will be performed by HWA GeoSciences:

➢ Field exploration will consist of advancing borings to characterize soil and groundwater conditions to support design of pavement sections and rehabilitation. A series of twelve (12) boreholes will be completed at 12 locations along the alignment using 6-inch diameter core barrels.

➢ Shallow hand borings (2 feet) will be complete at each core location to assess subgrade condition.

➢ Prepare spreadsheet presenting results of field testing and provide and develop pavement section and rehabilitation recommendations.

4.2. The Consultant will support HWA GeoSciences for Falling Weight Deflectometer (FWD) testing. HWA GeoSciences activities associated with FWD testing include:

➢ FWD tests at 100-foot to 200-foot intervals along 90th Street, consisting of three (3) drops at each location and GPS readings to document each location.

➢ Prepare memorandum presenting results of FWD testing with pavement design sections and rehabilitation recommendations.

Work Element 4 Deliverables:
➢ *Draft and Final Pavement Memorandum, including results of FWD testing, pavement coring, reconstruction areas, and pavement design recommendations, (electronic, PDF)*

WORK ELEMENT 5 – ENVIRONMENTAL PERMITTING

5.1. The Consultant will provide support, exhibits, and coordination efforts to GeoEngineers in the gathering and reconnaissance of data to complete environmental documentation. Including:

➢ Complete a review of environmental documentation requirements, including municipal code compliance requirements. Review will include requirements for SEPA, NEPA, Critical Areas, Floodplain and Floodways, and other local, state and federal permits. Identify jurisdictional extent of agencies, permit application requirements and potential agency review timelines that will help define the need and schedule for specific permit authorizations. Identify potential studies or documentation required by the City of Redmond Municipal Code and/or in support of the NEPA process.

➢ Complete a review of applicable public databases identifying environmentally sensitive areas potentially subject to project impacts that will be addressed through NEPA as well as state and local permit requirements.

- ➢ Complete a site reconnaissance and document environmentally sensitive areas present on or adjacent to the project site. Review will include critical areas features potentially observable at the site, including potential wetlands, waterbodies, and fish & wildlife habitat areas. The results will be documented in a Field Report that can be included with permit application materials.

- ➢ Develop a Permitting Matrix and Memorandum. Prepare a permit matrix and memorandum that identifies potential permit requirements, potential permit timelines and summarizes potential key local, state, and federal regulations surrounding the natural resource permitting process for the proposed conceptual project alternatives.

5.2. The Consultant will support GeoEngineers for the following environmental documentation:

- ➢ Prepare a WSDOT NEPA Categorical Exclusion (CE) form and associated submittal package using available project information and the results of our data gathering efforts. The NEPA CE submittal package will include appropriate attachments with additional information needed to address NEPA topics, as identified in the assumptions below.

- ➢ Prepare a Letter of Request for an Exemption to the City of Redmond Shoreline Master Program (SMP) for maintenance activities to be included in the NEPA documentation. The City will coordinate efforts between the City's Planning department and project team. The City will submit Shoreline letter to the City's planning department and work Planning for exemption.

- ➢ Prepare a Field Report addressing environmentally sensitive areas observed within the project vicinity.

- ➢ Prepare a Technical Memorandum addressing project impacts within the FEMA-regulated 100-year Special Flood Hazard Area.

- ➢ Prepare an Inadvertent Discovery Plan (IDP) in support of Section 106 compliance. This will be subcontracted to a Cultural Resources Specialist.

5.3. The Consultant will prepare a NDPES Permit at the time of project advertisement and submit a Notice of Intent on behalf of the City.

ASSUMPTIONS:
- ➢ *This project will be categorized as maintenance and therefore be exempt from minimum requirements for drainage according to the City's Technical Notebook.*
- ➢ *Delineation of wetlands and/or waterbodies is not included in GeoEngineers scope at this time. it is assumed there are no wetlands within the project vicinity, which is developed. The project occurs adjacent to the Sammamish River, but there will be no work on the bridge or over the water; therefore, the OHWM will be approximated for the purpose of identifying riparian buffers and shoreline jurisdiction, but there will be no work potentially within or over the river.*
- ➢ *The project does not include any modification of the bridge or work over the water.*
- ➢ *The project will not propose any net fill within the regulated Special Flood Hazard Area and hydraulic modeling will not be required.*

- *There will be no ROW take or expansion of the roadway and no modification of riparian vegetation.*
- *The project will not increase impervious surfaces or modify the stormwater treatment system.*
- *The project will be exempt from the SMP as a maintenance activity.*
- *It is assumed at this time that the project will not require permitting from the U.S. Army Corps of Engineers or Washington Department of Fish & Wildlife. If impacts to wetlands and/or waterbodies are identified, additional permitting may be required.*
- *A Categorical Exclusion (CE) is the appropriate NEPA classification, and an Environmental Impact Statement (EIS) or Environmental Assessment (EA) will not be required. The WSDOT CE form will be used to document NEPA compliance.*
- *The following NEPA CE topics may require supporting documentation: floodplains and floodways. A supporting study is included in this scope.*
- *The following NEPA CE topics are assumed to require minimal review and documentation on the CE form: air quality; critical and sensitive areas; sole source aquifer areas; wildlife, rare plants and habitats not addressed by ESA; wetlands; cultural resources; hazardous and problem waste; noise; Section 4(f) park resources; agricultural lands; rivers, streams and tidal waters; tribal lands; water quality/storm water; previous environmental commitments; environmental justice and social effects; Endangered Species Act. Additional supporting documentation related to these topics is not included in this task.*
    - o *The project is anticipated to qualify for exemptions from the following due to its nature (maintenance and safety improvements):*
        - ▪ *Air quality;*
        - ▪ *Sole source aquifers;*
        - ▪ *Section 106 cultural resources;*
        - ▪ *Hazardous and problem waste;*
        - ▪ *Noise;*
        - ▪ *Water quality/storm water;*
        - ▪ *Environmental justice and social effects.*
    - o *The project is assumed to have no impacts on: wildlife, rare plants and habitats not addressed by ESA; wetlands; Section 4(f) park resources; agricultural lands; rivers, streams and tidal waters; tribal lands; previous environmental commitments; and Endangered Species.*
- *The City will confirm the project's SEPA exemption. The project will adopt the NEPA environmental permitting, with the City completing the SEPA checklist based on NEPA documentation.*

Work Element 5 Deliverables:
- *Field Report, Environmentally Sensitive Areas, Draft and Final (electronic, PDF)*
- *Environmental Permit Matrix and Memorandum (electronic, PDF)*
- *WSDOT NEPA CE Submittal Package, Preliminary, Draft, and Final (electronic, PDF)*
- *Letter of Request for Shoreline Exemption (electronic, PDF)*
- *FEMA Special Flood Hazard Area Technical Memorandum, Draft and Final (electronic, PDF)*
- *Inadvertent Discovery Plan (IDP), Draft and Final (electronic, PDF)*

WORK ELEMENT 6 – STAKEHOLDER & AGENCY COORDINATION (NOT IDENTIFIED IN OTHER WORK ELEMENTS)

6.1.   The Consultant will prepare and create graphics and mailers for stakeholders along the corridor prior to Construction. It is assumed the City will be responsible for reproduction and mailing of fliers/mailers and post graphics and verbiage provided to City hosted website and social media.

6.2.   The Consultant will coordinate with the following agencies at regular intervals during the project to discuss key issues and track progress (estimate 7 meetings):

   ➢ Washington State Department of Transportation (WSDOT)
      o NEPA Permitting (1 meeting)
      o Channelization Exemption Meeting (estimate 1 meetings)
      o Right-of-Way Kick-off (1 meeting)

Assumptions:

   ➢ *This project will be exempt from intersection analysis and improvements will terminate prior to WSDOT ROW at the intersection of 90th and Redmond-Woodinville Rd. To be confirmed at the project's kick-off meeting with WSDOT Local Programs.*
   ➢ *This project is assumed to be exempt from a formal WSDOT Channelization Plan set submittal. Channelization plans and Traffic Control Plans will be created per City standards will be provided to WSDOT with 60% Review Submittal for documentation purposes only. A WSDOT review and any subsequent comments will not be incorporated into the Plan Set.*
   ➢ *Curb ramps and curb lines will not be upgraded at 90th and Redmond-Woodinville Rd.*
   ➢ *No Open House will be provided as part of this Contract. Public outreach via mailers and social media updates will be provided by the City.*
   ➢ *King County Metro outreach will be coordinated by the City.*
   ➢ *Emergency Services coordination will be coordinate by the City.*

Work Element 6 Deliverables:

   ➢ *Graphics and verbiage for outreach fliers/mailers, web, social media (high resolution JPG format and word document)*
   ➢ *Meeting minutes from WSDOT coordination meetings*

WORK ELEMENT 7 – UTILITY COORDINATION

7.1.   The Consultant will coordinate with the City of Redmond and Franchise utilities for water meter, water valve, sewer manhole lids, and all other franchise utility lids and iron located within the roadway prism and/or ramp upgrades. Utility notifications will be distributed to the following within the Environmental and Utility Services department:

   ➢ Water
   ➢ Wastewater

> ➢ Stormwater

The Consultant will coordinate and provide the City with 11"x17" plans at each submittal, highlighted to show franchise utilities, to be distributed by the City PM at the monthly utility meeting and will incorporate adjustments and/or comments from franchise utilities into subsequent submittals. The Consultant will coordinate directly with PSE for electrical service, if needed. Franchise utilities in the corridor are:
> ➢ PSE Power
> ➢ PSE Gas
> ➢ Comcast
> ➢ Frontier
> ➢ Lake Washington School District

7.2.   The Consultant shall prepare a pothole plan and conflict matrix post 60% review submittal to be distributed to the Franchise Utilities for pothole requests and additional information. The City will distribute hard copies and the request for pothole to the franchise utilities during the monthly utility meeting.

7.3.   The Consultant will coordinate with Environmental and Utilities Department to confirm stormwater approach and prepare Final Technical Drainage Memo in accordance with the City's Technical Notebook to outline the requirements and exemptions for the 90th St Preservation Project.

Assumptions:

> ➢ APS will direct bill franchise utilities for potholes per existing Franchise Utility Agreements. City water and wastewater potholes will be paid for the City, to be included with KPG monthly invoice.
> ➢ Per the City's Stormwater Technical Notebook, this project will be exempt from Minimum requirements 1-5 for maintenance or preservation projects and will not trigger minimum thresholds.

Work Element 7 Deliverables:

> ➢ *(5) - Half Size (11"x17") Plans at 30% / 60% / 90% Submittal for each Franchise Utility (hard copy)*
> ➢ *(5) – Half-Size (11"x17") Pothole Plans at 60% (one for each utility)*
> ➢ *Final Technical Drainage Memorandum (electronic PDF / BlueBeam)*

WORK ELEMENT 8 – FINAL DESIGN

8.1.   The Consultant will prepare 60% Plans, Specifications and Estimate. The 60% Plans will incorporate comments from previous submittals, geotechnical findings, and environmental process, as applicable. At the 60% and 90% submittals, the Consultant will provide a consolidated Response to City Comments worksheet. Plans will be formatted to provide sufficient detail for convenient field layout of all proposed

facilities. City Standard Details and WSDOT Standard Plans will be supplemented with specific details as required. Plan information will include:

> ➢ Cover Sheet
> ➢ Drawing Index (1 Sheet)
> ➢ Typical Sections and Details (2 sheets)
> ➢ Site Preparation and Temporary Erosion and Sediment Control (TESC) plans (5-6 sheets)
> ➢ Roadway, Channelization, and Signing Plans (5-6 sheets)
> ➢ Intersection Plans and Details (8 sheets)
> ➢ Signal Modification Plans and Details (4-6 sheets)
> ➢ Construction Phasing Plans (6-10 sheets)
>   30-40 Total Sheets

8.2.   The Consultant will prepare 90% Plans, specifications, and Engineer's Construction Cost Estimate for review by the City. Previous comments from City, WSDOT, utility providers and other stakeholders will be addressed and incorporated into the 90% submittal.

8.3.   The Consultant will prepare construction phasing and traffic control plans at 60% Review submittal and submitted to WSDOT for documentation purposes only. Updated construction phasing plans with City comments will be incorporated into the 90% Submittal package and subsequent submittals to be utilized as a basis of bid. Contractor may adopt them and/or supplement with additional traffic control plans as necessary.

8.4.   The Consultant will prepare 100% Check Set Plans, Specifications and Engineer's Construction Cost Estimate. The 90% comments from the City, WSDOT, and other stakeholders will be addressed and incorporated into the 100% Check Set. The 100% Check Set will serve as the draft bid document set.

8.5.   The Consultant will prepare Contract Documents for Bid and upload to BXWA on behalf of the City.

8.6.   The Consultant will prepare draft and final Maximum Extent Feasibility (MEF) documentation for ADA facilities that do not meet ADA guidelines. Draft MEFs to be included at the 60% submittal review. Final MEFs will be included in the appendices of the Contract Document Specifications.

Assumptions:

> ➢ *The existing roadway profile and cross section will not be modified; no profile elevation sheets will be provided.*
> ➢ *Signal modifications will be limited to loop replacement, new pedestrian push buttons (PPBs), pedestrian heads, and temporary video detection.*

- *For cost efficiency, ADA ramp layouts with detailed notations and plan elevation information will be provided at the 90% and subsequent submittals. ADA ramp layouts included in 60% submittal will show proposed improvement limits and appropriate grading information needed for plan and field review.*
- *Proposed design will be limited to the roadway prism, back of curb to back of curb, and ADA curb ramp upgrades (no additional sidewalk or driveway upgrades will be included with this project).*
- *This project will not impact channelization within the WSDOT ROW and will be exempt from a WSDOT channelization plan. City will confirm with Local Programs prior to on-set of project NTP.*

Work Element 8 Deliverables:

- *60% Submittal: Half-size (11"x17") Plans, Specifications, and Engineer's Construction Cost estimate, Electronic (PDF / BlueBeam)*
- *90% Submittal: Half-size (11"x17") Plans, Specifications, and Engineer's Construction Cost estimate, Electronic (PDF / BlueBeam)*
- *100% Check Set Submittal: Half-size (11"x17") Plans, Specifications, and Engineer's Construction Cost estimate, Electronic (PDF / BlueBeam)*
- *Contract Bid Documents: Half-size (11"x17") Plans, Specifications, and Engineer's Construction Cost estimate, Electronic (PDF / BlueBeam), uploaded to BXWA*
- *MEF documentation per City forms, Draft and Final (included in Contract Specifications Appendices)*

WORK ELEMENT 9 – RIGHT-OF-WAY SUPPORT

9.1. The Consultant will support CLS in right-of-way (ROW) research and title analysis for the properties adjacent to the project corridor intersections and between 154th Ave NE and 160th Ave NE (estimate 5 parcels).

9.2. The Consultant will support CLS in preparation of real estate documents based on City format (and per WSDOT LAG Manual) to accompany the 60% plan set.

9.3. The Consultant will support CLS in preparation of Project Funding Estimate (PFE) to accompany the 60% plan set. The kick-off meeting with WSDOT Local Programs will determine if the project will need ROW certification per federal granting requirements. See assumptions below.

Assumptions:

- *This project includes acquiring ROE from up to five (5) parcels, owned by five (5) property owners.*
- *Title reports will be ordered by CLS.*
- *No TCE or permanent easement acquisitions are included in this scope of work at this time.*
- *Additional funding and scope will be needed to prepare Administrative Offer Summary (AOS) reports for five (5) parcels should appraisals not be required.*

> * *Additional funding and scope are required to conduct negotiations per WSDOT LAG Manual, RCO or any other grant funding requirements for TCE and/or permanent easements.*
> * *Project ROW certification is not included at this time.*

Work Element 9 Deliverables:

> * *Real Estate Documents.*
> * *Closed Real Estate files.*

WORK ELEMENT 10 – BID PHASE SERVICES AND SUPPORT

10.1.   Consultant will assist the City Project Manager in advertisement of the contract documents.

10.2.   Consultant will prepare addenda and respond to bidders questions relayed through the City. It is assumed that the Consultant will prepare up to two (2) addenda.

10.3.   The Consultant will prepare Conformed Documents (to include all Project Addenda) for the City to be provided to the Contractor.

Work Element 10 Deliverables:

> * *Prepare responses for up to ten (10) bidder questions (incl. with Addenda)*
> * *Prepare up to two (2) Addendum Packages.*
> * *Prepare Bid Tabulation and evaluation*
> * *Conformed Documents: (5) hard copies of half-size (11x17), Specifications, and (1) full-size (22x34) Bid Plans.*

MANAGEMENT RESERVE

Included in this Contract's Management Reserve is:

> * Preparation of Administration Offer Summaries (AOS) for up to five (5) parcels that meet the threshold for AOS, should appraisals not be required.
> * Conducting Temporary Construction Easement and/or Permanent Easement negotiations and acquisitions following the standards of the City, WSDOT LAG Manual, RCO or any other grant funding requirements.
> * Obtaining possession and use agreements, if required.

The above work activities will require written authorization from City to access management reserve funds.

ADDITIONAL SERVICES

The City may require additional services of the Consultant in order to advance the project corridor through final design, right of way, and construction. This work may include items identified in the current task authorizations as well other items, which may include, but are not necessarily limited to the following:

- ➢ Additional survey for utilities (manhole and catch basin inverts)
- ➢ Additional design for sidewalk, stormwater, water main and service repair, traffic signal and illumination evaluation and design, and additional documentation for WSDOT Intersection Control Evaluation.
- ➢ Construction management and inspection services
- ➢ Record Drawings at construction closeout

These services will be authorized under a future contract supplement if necessary. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed.

PRIME CONSULTANT COST COMPUTATIONS
Client: City of Redmond
Project: 90th St Preservation Project

KPG, P.S. PROJECT NUMBER: 21039
DATE: 4/6/2021

Task No.	Task Description	Engineering Manager	Senior Engineer	Sr. Project Engineer	Project Engineer II	Design Engineer	Engineering Technician	Technician	Survey Manager	Survey Crew I (W/Equip)	Project Surveyor	Senior Survey Technician	Project Landscape Architect	Landscape Assistant	Senior Transportation Planner	Transportation Planner	Construction Manager	Senior CAD Technician	Senior Admin	Office Admin	Hours	Fee
		235	194	171	146	121	100	96	235	178	148	122	135	77	159	104	179	128	107	92		
Work Element 1 - Project Management																						
1.1	Project Management (12 months)	12																	12		24	$ 4,104.00
1.2	Management of subconsultants and team	12			48																60	$ 9,828.00
1.3	Bi-Monthly Meetings (24 Meetings)	24			48															8	80	$ 13,384.00
1.4	Schedule Updates (2 Updates)	2																			2	$ 470.00
1.5	QA/QC	4															24				28	$ 5,236.00
	Task Total	54	0	0	96	0	0	0	0	0	0	0	0	0	0	0	24	0	12	8	194	$ 33,022.00
Work Element 2 - Survey, Mapping, and Existing Right of Way																						
2.1	Base Map and DTM								6		12	100									118	$ 15,386.00
2.2	Field Survey and Note Reduction								3	92		20									115	$ 19,521.00
2.3	Survey Control								2	24	4										30	$ 5,334.00
2.4	Geotechnical Boring Locations									12		3									15	$ 2,502.00
2.5	Survey of Utility Locates									24	1	12									37	$ 5,884.00
	Task Total	0	0	0	0	0	0	0	11	152	17	135	0	0	0	0	0	0	0	0	315	$ 48,627.00
Work Element 3 - Preliminary Design																						
3.1	Review Existing Documents	2			12																14	$ 2,222.00
3.2	ADA Field Investigaiton	4			16	20															40	$ 5,696.00
3.3	Field Verfy Project Limits		4		4																8	$ 1,360.00
3.4	30% Plans and Cost Estimate	4			24	40		20										40			128	$ 16,324.00
3.5	Draft Technical Drainage Memo		4		4	24															32	$ 4,264.00
	Task Total	10	8	0	60	84	0	20	0	0	0	0	0	0	0	0	0	40	0	0	222	$ 29,866.00
Work Element 4 - Geotechnical Exploration																						
4.1	Support HWA for geotechnical explorations				4	8															12	$ 1,552.00
4.2	Support HWA for FWD testing				4																4	$ 584.00
	Task Total	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	$ 2,136.00
Work Element 5 - Envornmental Permitting																						
5.1	Support GeoEngineers in permit research and docum.	2			16																18	$ 2,806.00
5.2	Support GeoEngineers in NEPA documentation	2			4																6	$ 1,054.00
5.3	NDPES Permit Application	2			16																18	$ 2,806.00
	Task Total	6	0	0	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42	$ 6,666.00
Work Element 6 - Stakeholder and Agency Coordination																						
6.1	Prepare Graphics for Stakeholder Coordination	2			8	8							4	8							30	$ 3,762.00
6.2	Agency Coordination (est 3 meetings)	3		2	14										2	4					25	$ 3,825.00
	Task Total	5	0	2	22	8	0	0	0	0	0	0	4	8	2	4	0	0	0	0	55	$ 7,587.00
Work Element 7 - Utility Coordination																						
7.1	Utility Notification	2			4	12															18	$ 2,506.00
7.2	Prepare Pothole Plan and Conflict Matrix	2			8	40															50	$ 6,478.00
7.3	Final Technical Drainage Memo	2	8			32															42	$ 5,894.00
	Task Total	6	8	0	12	84	0	0	0	0	0	0	0	0	0	0	0	0	0	0	110	$ 14,878.00

PRIME CONSULTANT COST COMPUTATIONS
Client: City of Redmond
Project: 90th St Preservation Project

KPG, P.S. PROJECT NUMBER: 21039
DATE: 4/6/2021

Task No.	Task Description	Engineering Manager	Senior Engineer	Sr. Project Engineer	Project Engineer II	Design Engineer	Engineering Technician	Technician	Survey Manager	Survey Crew I (W/Equip)	Project Surveyor	Senior Survey Technician	Project Landscape Architect	Landscape Assistant	Senior Transportation Planner	Transportation Planner	Construction Manager	Senior CAD Technician	Senior Admin	Office Admin	Hours	Fee
		235	194	171	146	121	100	96	235	178	148	122	135	77	159	104	179	128	107	92		
Work Element 8 - Final Design																						
8.1	Prepare 60% Plans, Specifications, Estimate	8	8	16	32	72	24											24			184	$ 25,024.00
8.2	Prepare 90% Plans, Specificaitons, Estimate	4	8	32	40	104	48										16	16			268	$ 36,100.00
8.3	Prepare Traffic Control Plans				16	48											24				88	$ 12,440.00
8.4	Prepare 100% Check-Set Plans, Specifications, Estimate	4	4	4	20	8											8				48	$ 7,720.00
8.5	Prepare Contract Bid Documents	2	2		20	8															32	$ 4,746.00
8.6	Prepare MEF Documentation	4			4	16											4				28	$ 4,176.00
	Task Total	22	22	52	132	256	72	0	0	0	0	0	0	0	0	0	52	40	0	0	648	$ 90,206.00
Work Element 9 - Right-Of-Way Support																						
9.1	Research and Documentation support				4	16															20	$ 2,520.00
9.2	Support CLS in Real Estate Documentation				8																8	$ 1,168.00
9.3	Support CLS in PFE preparation				8				2			20									30	$ 4,078.00
	Task Total	0	0	0	20	16	0	0	2	0	0	20	0	0	0	0	0	0	0	0	58	$ 7,766.00
Work Element 10 - Bid Phase Services and Support																						
10.1	Contract Document Advertisement	2			4																6	$ 1,054.00
10.2	Prepare Addenda (est 2)	2			8																10	$ 1,638.00
10.3	Prepare Conformed Documents				2	8															10	$ 1,260.00
	Task Total	4	0	0	14	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	$ 3,952.00
	Total Labor Hours and Fee	107	38	54	400	464	72	20	13	152	17	155	4	8	2	4	76	80	12	8	1,686	$ 244,706.00

Subconsultants	
Utility Locate Service	$ 3,000.00
Geotechnical - HWA Geosciences (DBE)	$ 34,810.00
Environmental & Floodplain Memo - GeoEngineers	$ 39,650.00
Right-Of-Way - CLS	$ 28,000.00
Subtotal	$ 105,460.00
Total Subconsultant Expense	**$ 105,460.00**

Reimbursable Direct Non-Salary Costs	
Mileage at current IRS rate	$ 500.00
Reproduction Allowance	$ 1,500.00
Total Reimbursable Expense	**$ 2,000.00**
Management Reserve (10%)	$ 35,300.00
Total Estimated Budget	**$ 387,466.00**

City of Redmond

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-147
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
Executive	Malisa Files	425-556-2166

DEPARTMENT STAFF:

Planning and Community Development	Beckye Frey	Principal Planner
Executive	Jenny Lybeck	Environmental Sustainability Manager

TITLE:

Approval of Supplemental Agreement with BERK Consulting, in the Amount of $125,000 for the Development of a Climate Change Vulnerability Assessment in Support of Redmond 2050 and the Environmental Sustainability Action Plan

OVERVIEW STATEMENT:

This action amends the professional services agreement with BERK Consulting for the Redmond 2050 Environmental Review & Assessment to add the Climate Change Vulnerability Assessment, a near-term action item identified in the 2020 Environmental Sustainability Action Plan. This action accelerates delivery of the Climate Change Vulnerability Assessment and allows the data and analysis from the Assessment to be used in the Redmond 2050 environmental review process.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

Staff are requesting Council direction to place this contract amendment on the Consent Agenda for final approval on April 20.

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  - Redmond Comprehensive Plan
  - Environmental Sustainability Action Plan
  - Climate Emergency Declaration
  - Community Strategic Plan

- **Required:**
  RCW 39.80 and City Purchasing Policies and Procedures require Council authorization for the Mayor to sign the contract amendment.
- **Council Request:**
  N/A
- **Other Key Facts:**
  The 2020 Environmental Sustainability Action Plan identifies a Climate Change Vulnerability Assessment (Assessment) as a near-term priority action item. The objectives of the Assessment include identifying climate change impacts and risks in the Redmond area, analyzing these impacts' effects on the City and community, and prioritizing Redmond's vulnerabilities. The Assessment will identify and evaluate the vulnerability of Redmond's community members, built environment, and natural systems to climate factors such as extreme heat and extreme precipitation. The Assessment will also identify high-level strategies and inform next steps as the City works to cultivate a more climate resilient community.

  This Supplemental Agreement (Attachment A) amends the professional services agreement with BERK Consulting for the Redmond 2050 Environmental Review & Assessment to add the Climate Change Vulnerability Assessment as a new task (Task 8). Folding the Assessment into the Redmond 2050 work expands on the climate change analysis being completed for Redmond 2050, expedites the Climate Vulnerability Assessment, and allows for its integration into the work being completed under the Redmond 2050 umbrella.

OUTCOMES:

Approving the Supplemental Agreement will facilitate the integration of climate change impact considerations into Redmond 2050 and expedite the development of the Assessment in support of the Climate Emergency Declaration and Environmental Sustainability Action Plan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  Outreach will begin in May following execution of the Supplemental Agreement, with completion estimated for the first quarter of 2022.
- **Outreach Methods and Results:**
  This Assessment scope of work includes one or more public workshops to review findings and solicit feedback on resiliency strategies. Data from this assessment will be utilized in developing "report cards" to evaluate the different growth scenarios for public review and comment.
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
$125,000 for Climate Change Vulnerability Assessment

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:
000220 - Environmental Sustainability

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: ☐ **Yes** ☒ **No** ☐ **N/A**
If yes, explain:
N/A

Funding source(s):
2021-2022 Operating Budget - 50% from General Fund, 50% from Stormwater
Note: Task 8.2 to be billed to the SEPA contingency included in the original contract (General Fund)

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:
All Phase I and Phase II updates to the Comprehensive Plan must be completed no later than June 30, 2024.

ANTICIPATED RESULT IF NOT APPROVED:
If the City Council does not authorize the Mayor to execute the Supplemental Agreement, then staff will issue an RFP to initiate the Assessment as a stand-alone contract. This will cause the Assessment to be completed later and will not allow the Redmond 2050 Environmental Impact Statement to take advantage of the data and analysis generated as part of the Assessment.

ATTACHMENTS:
Attachment A: Supplemental Agreement No. 1 and Scope of Work

City of Redmond
WASHINGTON

Amendment No. _____	Organization and Address	
Original Agreement Number	Phone:	
Project Number	Execution Date	Completion Date
Project Title	New Maximum Amount Payable $	
Description of Work		

The Local Agency of _____

desires to amend the agreement entered into with _____

and executed on _____ and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this amendment.

The changes to the agreement are described as follows:

I

Exhibit A, SCOPE OF WORK, is hereby changed to read:

II

Exhibit B, WORK SCHEDULE, is amended to change the date for completion of the work to read:

III

Exhibit C, PAYMENT SCHEDULE, shall be amended as follows:

as set forth in the attached Exhibits, and by this reference made a part of this amendment.

If you concur with this amendment and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: _____   By: _____

_____   _____
Consultant Signature   Approving Authority Signature

                                    _____
                                    Date

Climate Vulnerability Assessment

BACKGROUND

In September 2020, the Redmond City Council adopted the Environmental Sustainability Action Plan (ESAP) and a Climate Emergency Declaration, which together create a roadmap to reduce community-wide greenhouse gas emissions, preserve and enhance Redmond's natural resources, and create a more climate resilient community.

Climate change has and will continue to impact Redmond, King County, and the broader Puget Sound region. Warmer temperatures, shifting hydrology and precipitation regimes, more regional wildfires, and more intense and frequent extreme weather events will negatively impact the Redmond community, affecting our collective health, safety, economy, and environment.

The City seeks to develop a Climate Change Vulnerability Assessment (Assessment) that identifies climate change impacts and risks in the Redmond area, analyzes these impacts' effects on the City and community, and prioritizes Redmond's vulnerabilities. The Assessment will use available data to identify and evaluate the vulnerability of Redmond's residents, built environment, and natural systems to climate factors such as extreme heat and extreme precipitation. The Assessment will also identify strategies to create a more climate resilient community.

This work will be folded into the Redmond 2050 umbrella through an amendment to the contract with BERK consulting for the Environmental Review & Documentation to add on the Assessment as a new task (Task 8). Folding the Assessment into the Redmond 2050 work expands on the climate change analysis underway to expedite the Climate Vulnerability Assessment and allow for its integration into the work being completed for Redmond 2050.

CLIMATE VULNERABILITY AND RESILIENCY ASSESSMENT (TASK 8)

The Climate Vulnerability and Resiliency Assessment will evaluate the vulnerability of Redmond's residents, built environment, and natural systems to climate factors including extreme heat and extreme precipitation, while also identifying strategies to create a more climate resilient community. The goals of the initiative include:

a. Identify vulnerabilities associated with climate change across the community, including but not limited to wildfires, heatwaves and drought, extreme weather events, extreme precipitation and flooding, etc.;
b. Identify communities and populations within Redmond that may be especially vulnerable to climate impacts;
c. Identify how to incorporate resiliency measures into capital improvements and operational practices;
d. Develop an interactive vulnerability map to support City planning and outreach efforts; and
e. Leverage findings from the assessment to prepare a resiliency strategy

This project is divided into seven main tasks:

Climate Vulnerability Assessment

8.1. Methodology

The contractor will develop a methodology for the Assessment that is based on well-supported climate change assumptions and existing City research and analysis, leveraging expert guidance and existing literature on the topic to develop the methodology. The City seeks an Assessment that, while tailored to Redmond, acknowledges and makes use of its context among regional, national, and global climate science efforts.

a. Recommend a methodology for projecting climate change impacts, including scientific basis and availability of existing data and information sources. The recommendations should include planning horizons and interim projection years and correspond to the planning horizon for the Redmond 2050 project (for example 2020, **2050,** 2080).

b. Define and recommend climate change scenarios that provide projections for, at a minimum, the following impacts:
- Precipitation and flooding
- Ambient air temperatures, heat index, and extreme heat events
- Wildfire and drought
- Extreme weather
- Etc.

Assumptions:

- BERK will conduct the task with the SEPA team and with an organization like UW Climate Impacts Group.

- The consultant team will primarily leverage existing data sources, using the most recent data available, with a particular focus on data sources that require little manipulation prior to integration into the assessment tool.

8.2. Baseline information

a. Building upon work completed in Task 2, review and inventory relevant science-based climate change methodologies and data sources, including vulnerability assessments, modeling studies, and best practices. Data and work completed and available from other entities should not be repeated but may need to be extracted into a format that can be evaluated at a city level.

b. Document historic climatic patterns specific to Redmond and their impacts on critical systems in a format that can be easily understood by the public, including graphics.

c. Ensure relevant data on critical systems and identify past, existing, and foreseen conditions of each system collected in Task 2 in a format that is usable for Task 8 analysis. Prioritize information for critical systems based on potential effect to vulnerable populations. In Task 2.1, the consultant identified gaps in data; where possible the consultant will obtain and/or create the most current data available and update/convert to GIS layers for the Environmental Baseline to allow for an accurate measurement/analysis of change over time.

Climate Vulnerability Assessment

Assumptions:

- BERK will conduct the task with the SEPA team and with an organization like UW Climate Impacts Group.

8.3.   Climate change impacts

Using agreed-upon climate change projections and methodologies, the contractor will analyze the impacts of climate change on critical systems in Redmond. The analysis will be quantitative and geospatial wherever possible.

a. Collect analysis of impacts on Redmond systems. The analysis of projected impacts will cover at a minimum the following critical systems:

   i. i.   Physical infrastructure and built environment: transportation, drinking water, wastewater, stormwater, buildings, as well as energy and communications components (at a high level where service is not provided by the city).

   ii. Social and community systems: public health, air quality, emergency response (including evacuation and shelter challenges), social services, vulnerable populations, neighborhoods, underserved communities, accessibility, etc. The social and human systems element of the assessment is a critical component to inform future climate mitigation programming as well.

   iii. Natural systems: surface and groundwater quality and quantity, green space, urban forest, regulated critical areas, fish and wildlife.

   iv. Economic systems: Redmond businesses, future development and planned growth, local and regional employment centers.

b. Prepare a descriptive narrative, quantitative dataset, and GIS-based maps of climate change impacts on Redmond systems. A key planning and communication education tool, visual representation of projected impacts such as flooding or heat island maps and demographic data within neighborhoods, will also inform the vulnerability analysis.

c. The interrelationship of impacts the risks associated with cascading effects should be considered to the degree possible.

Assumptions:

- All topics: Budget is scoped for two horizon years and six climate change scenarios identified in Task 8.2.

- Physical Infrastructure – focus on potential impacts on the types of critical systems identified below:

   - Transportation: roads, signals, bridges, sidewalks;

   - water/wastewater: distribution/collection system, treatment plants, pumps, water supply;

   - stormwater: collection and treatment system; and

Climate Vulnerability Assessment

- buildings: general building stock, critical facilities as identified by the City.
- Include (at a high level) energy: power grid/supply and communications: cellular, phone, internet.

• Other Systems (Social, Natural, Economic) – prioritize effort to focus on topics that are most relevant / critical for vulnerable populations.

• Analysis will include reviewing the City's critical systems for a general understanding of each of the systems. The potential impacts will be high level and focused on the whole system.

• Deliverable is a technical memo including one draft and one final review.

8.4.   Vulnerability and risk assessment

The Assessment is intended to provide the City and community with a baseline understanding of vulnerabilities as well as a preliminary ranking of the vulnerabilities' importance. The contractor will assess the vulnerabilities of critical systems to projected impacts and prioritize vulnerabilities based on a risk-based methodology. As noted in Goal b (pg. 2) and Section 8.3.a.ii, a key element of the assessment includes identifying populations in Redmond that are most vulnerable to a changing climate; this element should be a robust component of the assessment to guide future programming and investment in support of the City's equity and inclusion priorities.

a. In collaboration with the City, the contractor will develop an approach to prioritizing system vulnerabilities for each of the four key systems outlined in Section 8.3.a that incorporates criteria such as mitigation-adaptation co-benefits. Approach could categorize and prioritize findings and assess risks by evaluating the likelihood and consequences of the change or impact based on exposure, sensitivity, and adaptive capacity.

b. Conduct vulnerability assessment by analyzing the potential climate change impacts on critical systems against the identified criteria.

c. Prepare a vulnerability matrix which summarizes the vulnerability of critical system and prioritizes the results into high, medium, and low vulnerability.

• Deliverable is information entered into pre-determined format (matrix or technical memo). Includes a draft and final review.

8.5.   Resilience strategy

a. Provide information on community vulnerabilities that can be used as a basis for evaluation of the Growth Alternatives and future climate adaptation and resiliency plans for the City.

b. Develop and prioritize the appropriate strategies to reduce vulnerabilities and inform the incorporation of resiliency measures into capital improvements, planning, operations, and maintenance practices.

Climate Vulnerability Assessment

c. Evaluate compatibility of the proposed strategies with existing regional plans and initiatives, such as the Washington State Department of Natural Resources Plan for Climate Resilience, King County Strategic Climate Action Plan, Water Resource Inventory Area 8 Salmon Recovery Plan, King County Wastewater Treatment Divisions' Clean Water Plan,   Cascade Water Alliance Strategic Plan, etc.

d. Evaluate compatibility of the proposed strategies with existing City plans and initiatives, including, but not limited to: the Comprehensive Plan, Community Strategic Plan, Environmental Sustainability Action Plan, Transportation Master Plan, Utilities Strategic Plan, Watershed Plan, Water System Plan, General Sewer Plan, Regional Stormwater Facilities Plan, Comprehensive Flood Hazard Management Plan, Facilities Management Plan, , etc., and SEPA Planned Actions.

e. Create a detailed summary of steps followed such that the same methods can be used to update the vulnerability assessment going forward.

f. Provide specific recommendations on which critical infrastructure and operations should undergo more specific study in the future and what steps that assessment should include. Host one to two ad hoc sessions with panel of experts or agencies/partners to weigh in on vulnerabilities and strategies.

Assumptions:

- Support development of strategies to reduce vulnerability.

- Support specific recommendation for more study.

- Strategies will be based on best practices and strategy examples from other plans. Strategies will not be specific (unless already identified as a concern in another document) but will focus on system-wide reduction of vulnerability.

- Strategy should clearly point to limitations of current data, areas that need additional analysis, and provide clear direction on next steps for the City's resiliency efforts.

8.6. Public outreach

The primary purpose of public outreach efforts will be to receive input on analysis and findings, meetings will also serve as an opportunity to increase engagement in addressing climate change vulnerabilities.

a. Deliver and co-facilitate one to two public workshops to engage and receive community stakeholder feedback and inform the development of the Assessment strategies. (Budget Option: Reduce consultant participation to one public workshop.)

b. Deliver at least two City Council presentations in support of the Assessment and Report

c. Develop visual outreach materials to educate the public. Materials can be produced to serve for both the public outreach and the Final Report.

Climate Vulnerability Assessment

8.7. Final Report

After City review of the vulnerability assessment and input from the public, the contractor will prepare a final report and related communication materials. The intent of the report is to communicate critical findings and information, as well as to provide detailed technical information to the City.

a. Prepare report outline, which shall include, at a minimum:

   i. Description of methodologies

   ii. Characterization of climate change projects and assumptions

   iii. Description of the current/planned state of critical systems

   iv. Explanation of climate change impact effects on systems

   v. Analysis of vulnerabilities and priorities

   vi. Analysis of relevant ongoing or expected policies, laws, programs, or studies that may impact findings of Assessment

   vii. Areas for future research and technical analysis

b. Develop a final public report that outlines Redmond's key climate risks and potential City actions to adapt to a changing climate. The final report should include an Executive Summary that is visually engaging, easy to read, and in language understandable to a lay audience. Appendices could accommodate technical data and findings.

Assumptions:

- The Final Report will use technical deliverables from Task 8.3, 8.4, and 8.5 to inform report.

8.8. GIS integration

a. GIS snapshot of the City's Environmental Baseline data that can be used in the future to compare change over time.

b. GIS mapping of climate change impacts on Redmond (i.e. potential future water levels, etc.).

c. A dynamic GIS-based tool that can be managed, hosted, and utilized by City staff during project and programmatic review to determine if a proposal is in a location that might have future risks or may impact the risks of that area. Attributes tables that include links to proposed and/or optional mitigation measures is desirable.

   i. Tool should also emphasize findings from the social and community systems analysis to inform programming and guide planning efforts to support Redmond's most vulnerable populations.

Climate Vulnerability Assessment

      d. Develop an adaptive management framework, including a proposal for how to keep the tool current as new data becomes available. Include data documentation that includes sources, reliability and margin of error, and frequency of available updates.

DELIVERABLES

1. Data and analysis to be utilized in the Growth Alternative analysis and Environmental Impact Statement.

2. Climate Change Risk and Vulnerability Assessment Report, including a visual, easy to understand, public-friendly Executive Summary.

3. Stakeholder meetings.

4. GIS mapping tool and data dashboard with findings from Assessment, namely the risk and vulnerability index layer as well as methodology detailing update procedures for GIS data.

BUDGET

Task	Total
8.1 Methodology	$2,960
8.2 Baseline Information	$2,820
8.3 Climate Change Impacts	$32,620
8.4 Vulnerability and Risk Assessment	$21,205
8.5 Resiliency Strategy	$20,195
8.6 Public Outreach	$5,720
8.7 Final Report	$9,950
8.8 GIS Integration	$21,530
Total Effort	**$117,000**
Task 8.2 Billed to Redmond 2050 SEPA Contingency Funds	($2,820)
Climate Vulnerability Tasks (8.1, 8.3-8.8)	$114,180
Climate Vulnerability Contingency	$10,820
Climate Vulnerability NOT TO EXCEED	**$125,000**
Original SEPA consulting services contract amount	$290,000
NEW TOTAL NOT TO EXCEED AMOUNT	**$415,000**

Assumptions:

- Budget assumes meetings are virtual. No travel time is included.

- Task 8.2 is billed to the SEPA Contingency Funds.

Climate Vulnerability Assessment

TIMELINE

This Assessment will begin in April upon adoption of the Contract Amendment and will conclude by in the first quarter of 2022, as estimated in the table below:

Climate Vulnerability Assessment Task	Estimated Timeline
8.1 Scenario Development/Vision - Methodology	May
8.2 Baseline Info	May/June
8.3 Climate Change Impacts	June/July
8.4 Vulnerability & Risk Assessment	Aug/Sept
8.5 Resilience Strategy	Sept/Oct
8.6 Public Outreach	Oct-Dec
8.7 Final Report	**Dec/Jan**
8.8 GIS Integration	May-Jan

This work is within the contract timeline; there is no change to the contract completion date.

City of Redmond

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-146
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166

DEPARTMENT STAFF:

Technology and Information Services	Dawn Johnson	PMO Manager

TITLE:

Big Four Project: D365 Financial System Upgrade Contract - Addendum

OVERVIEW STATEMENT:

The contract for implementation of an upgrade to the City's finance system was approved and executed on October 6, 2020 (Attachment B) An addendum (Attachment A) to the original contract is needed and represents a Statement of Work for the development and deployment of a Data Warehouse (DWH). The DWH establishes a means for continued access to legacy financial data and supports consolidated reporting across both historic as well as new financial transactions. While developed and deployed by HSO, the DWH will eventually be incorporated into the City's new Enterprise Data Platform and managed by the City's Enterprise Data Management team.

The DWH work represents a $310,000 increase to the existing HSO contract. This work was planned and budgeted for in the overall D365 Project budget.

Staff recommends adding this Addendum to the consent agenda on April 20, 2021 for approval.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  The D365 upgrade is one of the Big Four technology projects planned for the next several years along with the City's Workforce Management (WFM) project, records management and Energov upgrades.
- **Required:**

Historic financial transactional data will not be migrated to the upgraded D365 system. This DWH will provide continued and necessary access to the data and should be in place in June of 2021 when the City transitions from Dynamics 2012 to D365.

- **Council Request:**
  N/A
- **Other Key Facts:**
  The Statement of Work references a Phase 1a of the DWH work. This work was completed under an HSO support and maintenance contract and provided the City with a Prototype of the Solution which was necessary as a precursor to scoping the work outlined for Phase 1b and Phase 2, as described.

OUTCOMES:

The deployment of this data warehouse serves as the BI environment for finance and supports day to day operational access to data as well as city wide financial data analytics across business systems.

- Continued access to legacy data
- Replaces legacy finance reporting environment
- Enables consolidated reporting across both legacy and D365 transactions
- Establishes a foundation for financial Data Analytics and Dashboards

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
Total cost for the implementation of the D365 Data Warehouse is $310,000

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
Current Biennium 000326

Budget Priority:
Responsible Government

Other budget impacts or additional costs: ☐ **Yes**   ☒ **No**   ☐ **N/A**
If yes, explain:
N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☒ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/25/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information
9/22/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information
10/6/2020	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Approve

Time Constraints:

It is best that the completion of Phase 1b work as described in the attached Statement of Work is aligned with the planned go-live of D365 in June when we would be ready to move all legacy data to the data warehouse.

ANTICIPATED RESULT IF NOT APPROVED:

If this contract is not approved, there will not be a mechanism in place to query or report on prior years financial data once the City transitions from the legacy finance system to D365. This is currently scheduled for June of this year.

ATTACHMENTS:

Attachment A - Addendum Statement Work
Attachment B - Original D365 Implementation Contract executed on October 6, 2020

City of Redmond
Microsoft Dynamics 365
Contract number: 9513
Addendum to the Statement of Work

D365 BI Reporting Environment

Author:	Fouad Allabari, Silke Freitag, Kevin Goode, Rohit Gupta
Date:	15-3-2021
Version:	5.0
Customer:	**City of Redmond**

1

Document history

Version	Description	Author(s)	Date
1.0	Creation of document	Fouad Allabari Silke Freitag	January 12, 2021
1.5	Revised version	Fouad Allabari	January 18, 2021
2.0	Revised	Fouad Allabari Silke Freitag	February 1, 2021
3.0	Revised	Fouad Allabari Silke Freitag	February 16, 2021
4.0	Revised	Fouad Allabari Silke Freitag	February 22, 2021
5.0	Revised	Fouad Allabari	March 15, 2021

Table of contents

1. Introduction

Overview

This Statement of Work is entered into as an addendum to the Master Consulting Service Agreement ("Agreement") between The City of Redmond ("Client" or "The City") and HSO North America, LLC ("HSO") dated 10/20/2020.
This Statement of Work defines the specific work and deliverables being requested by the City as described in the attached documents as approach and activities for Phase 1b and Phase 2 but is otherwise referred to by both parties as the D365 BI Reporting environment project.

1.2   City of Redmond Vision

Provide for custom reporting to be supported across both historical financial data (from AX2012 R3) and current financial operational data (from D365F&O) as identified in the inventory of required reports that will be provided by the City. External data which is not included in AX2012 R3 on Azure SQL or D365F&O (like data from CIP System, or VB6) is out of scope of the HSO project.
City of Redmond's goal is to have a modern data warehouse with Microsoft technology (D365 + Data Warehouse [DWH]) and a modern self-service reporting and dashboarding platform (Power BI).

1.3   HSO and City of Redmond

City of Redmond has engaged HSO to assist in the implementation of Microsoft's Cloud-based Dynamics 365 platform for its ERP solution. In addition to the D365F&O implementation, HSO is pleased to partner with the City to build a combined data warehouse based on operational data from D365F&O and historical data from AX2012 R3 and present the consolidated data outcome via 30 Power BI Reports and/or dashboards.

1.4   Project objectives

The HSO-US team has started migrating basic current and prior year transaction balances into the City's D365F&O system. Detailed historical transactional data needs to be migrated by the HSO-AS team from AX2012 R3 to a modern Data Warehouse (DWH). Once implemented, the DWH solution provides a consolidated view of D365F&O and AX2012 R3 historical transactional data. This enables the City to continue reporting in a consolidated fashion against both historical and current year transactional data as currently supported in the AX2012 R3 environment.
The primary objectives are as follows:

- Deploy the Data Warehouse (DWH) infrastructure as defined in the Solution Design Document (SDD), Appendix E, attached
- Extract all historical AX 2012 R3 data and move to the DWH
- Create a mechanism to extract D365F&O data on a daily basis and upload to the DWH
- Combined DWH for both AX2021 and D365 data in Azure
- Provide references to physical documents files (reference to location only)

- Build out an appropriate Data Model based on Dynamics best practices which supports the City's defined reporting requirements
- Develop 30 Power BI Reports and/or Dashboards which may include links and references to physical documents

2. Scope

2.1 Project phases

The Project is divided into multiple phases. Phases 1a and 1b are technical phases focusing on delivering the data warehouse and Phase 2 focusses on the delivery of 30 Power BI Reports and/or Dashboards and the build out of the associated Data Model in the warehouse that will support the City's reporting needs.

2.1.1 Phase 1a

Phase 1a, in which the HSO-AS team migrated data from AX2012 R3 to an Azure SQL database, leveraging the HSO-AS DnA framework, has been completed. While an initial copy of the AX2012R3 data has been moved to the DWH, it will be replaced with a final copy of the data as it exists upon D365 go-live.   This phase is complete and has resulted in the following DWH components.

- 26 dimensions (dimensions provide structured labeling information to otherwise unordered numeric measures. The dimension is a data set composed of individual, non-overlapping data elements). Of which 20 dimensions are currently in use as critical and 6 dimensions are added based on HSO best practices.
- In total 18 fact tables (fact table consists of the measurements, metrics, or facts of a business process) along with 5 pre-fact tables. Of which 10 fact tables are mandatory and other 8 fact tables are based on HSO best practices.
- 12 data warehouse validation measures (YTD, LYR, %) for validation of data warehouse.
- 48 (Power BI data model) measures.
- The quantities listed above are based on analysis to-date, HSO's DNA Framework and best practices. In phase 2, HSO will modify the data model and add measures specific to the City's reporting requirements.

2.1.2 Phase 1b

Phase 1b, in which the HSO-AS team will combine historical transactional data from AX2012R3 with data from D365F&O in the areas of Finance (General ledger transactions) and Projects (Project management and accounting transactions). The final upload of the AX2012R3 data will be completed once the City has completed the rollout of the D365 system and it is successfully supporting City's finance operations. The D365F&O data will be refreshed daily. As the implementation of the D365 Project management and accounting module is still proceeding in D365F&O, transactions and test data for data loads requires further detailed collaboration between the City and the HSO-US D365 team.

2.1.3 Phase 2

Phase 2 will deliver 30 reports based on consolidated data from the data warehouse that has all the historical data and D365 F&O data in place. The expectation is that the City of Redmond will provide requirements for 30 reports, in the form of a report description along with proposed report layout or sample report to HSO by the end of July. HSO will perform an analysis of the reporting requirements and, based on the complexity of the reports identified, propose an adjustment to the scope and cost of report development as necessary. HSO will deliver the Report Development analysis and proposal by the end of August for City's review and approval.

2.2   Excluded from scope

The following topics are outside of the budget and scope of this Statement of Work, although they may be part of project scope for the City:

- Adjusting / cleaning / enriching data in source systems.
- Additional activities outside ETL (Extract, Transform, Load) to be able to retrieve data from other source systems then D365 F&O and DAX12 R3.
- The physical transfer of the DAX2012 attachment document files from an on-premises SharePoint to a Cloud-based storage solution is Out of Scope. The links and connections to the documents is in scope.
- HSO is not responsible for the errors or issues with Microsoft products and/ or services.
- Data extraction from sources like City's CIP system or Energov product are not in scope.

Items not explicitly mentioned as In Scope in this document are also outside of scope.

3. Implementation strategy

HSO will develop the data warehouse. The DWH will be adjusted per iteration (Sprint) on a DEV/Test environment.

3.1   Implementation strategy for phase 1b

3.1.1   Milestones for phase 1b

Set up consolidated data warehouse	HSO, supported by City of Redmond
ETL scripts defined	HSO, supported by City of Redmond
Data warehouse globally tested before Acceptance takes place and software issues solved from the test	HSO, supported by City of Redmond
Acceptance test held based on test plan and test scripts	City of Redmond, supported by HSO
Solved software related issues	HSO, supported by customer
Technical Acceptance form for Data warehouse delivery signed	City of Redmond
Performance test held or risk accepted by City of Redmond	City of Redmond, supported by HSO
Acceptance of the data warehouse solution	City of Redmond, supported by HSO
Internal support procedures have been set up	City of Redmond, supported by HSO
Technical Go live script executed	HSO, supported by City of Redmond
Access to HSO support desk arranged	HSO, supported by City of Redmond
Production environment readiness has been determined	City of Redmond, supported by HSO
SLA for support signed	City of Redmond, supported by HSO
Technical Go live script prepared	HSO, supported by City of Redmond
Transfer of knowledge to HSO support has taken place	HSO
Issue list completely updated	City of Redmond supported by HSO
Software issues resolved or are part of the handover to support	HSO
Discharge document signed	City of Redmond
HSO support has formally taken over the support from the project	HSO

3.1.2 Budgeted hours for phase 1b

Hours have been budgeted in phase 1b for the following work:

Steps	Activities	Remarks	HSO Work Effort (Days)
Business understanding	Define approach	*Defining Sprints and Sprint backlog*	2 days
	Determine technical need	*3 workshops*	3 days
	Analyze source systems	*2 sources (Ax2012 R3 and D365)*	3 days
	Preparations	*Prepare all activities*	5 days
	Enhance Deliverables	*SDD, Project plan, planning*	5 days
	Subtotal		**18 days**
Data engineering	Technology set-up	*Set-up and enhance Cloud artifacts (Azure Synapse, Modern data estate)*	5 days
	Staging environment	*2 Consolidate AX 2012 & D365UO, including all the historical transaction data of the AX system*	12 days
	Dimensions	*26 dimensions*	22 days
	Facts	*18 fact tables*	34 days
	Measures	*12 data warehouse validation measures (YTD, LYR, %)*	10 days
	Security roles	*Set-up the security and design*	5 days
	Subtotal		**88 days**
Deployment	Test	*Testing during development*	5 days
	Rework	*Adjustments/ enhancements*	8 days
	Deployment	*Set-up and Deploy to UAT & PROD*	9 days
	Subtotal		**22 days**
Transition	Transition to support	*Transfer knowledge to different teams (IO, IT, EDM)*	4 days
	Documentation	*Finalize all document and handover documentation*	8 days
	Subtotal		**12 days**
Other	Project Management	*Coordination and managing the project*	23 days
	Q&A	*Quality assurance*	12 days
	Contingency	*Additional enhancements, explanation waiting time*	15 days
	Training	*Training regarding best practices and set-up data warehouse data model and processes*	5 days
	Subtotal		**55 days**
Grand total			**195 days**

100

3.2 Implementation strategy for phase 2

3.2.1 Milestones for phase 2

Build the reports and / or dashboards	HSO, supported by City of Redmond
Updated SDD document	HSO
Data model changes	HSO, supported by City of Redmond
Reports and dashboards tested	City of Redmond, supported by HSO
Software Issues resolved	HSO
Reports and dashboards accepted by City of Redmond by signing the report / dashboard acceptance form	City of Redmond
List of wishes for the future defined	City of Redmond, supported by HSO
Communication plan established	City of Redmond, supported by HSO
Training planned	City of Redmond, supported by HSO
Manuals and Procedures	City of Redmond, supported by HSO
Acceptance of the entire solution	City of Redmond, supported by HSO
Discharge document signed	City of Redmond
GO Live of the Power BI reports	HSO, supported by City of Redmond

3.2.2   Budget for phase 2

The budget for Phase 2 consists of the following necessary activities to deliver the 30 Power BI reports and/or Dashboards as defined by the City's report requirements. Once the reporting requirements are provided to HSO, an impact analysis to further determine the scope and complexity of the work effort required by HSO, will be delivered to the City by Mid-August of 2021 and the budget and or scope of Phase 2 will be adjusted as agreed to by both parties.

Phase 2: Develop BI content	Activities	Remarks	HSO Work Effort (Days)
Impact analysis	Analyses overview of reports	30 report requirements	3 days
	Enhance Deliverables	SDD, Project plan, planning, impact analysis	2 days
	Subtotal		5 days
Report development	Data model	Create Power BI data models (three data models)	4 days
	Security roles	15 (5 per data model)	5 days
	Measures	48 measures (YTD, LYR, %)	8 days
	Report pages	30 reports	30 days
	Subtotal		47 days
Deployment	Test	Testing during development	2 days
	Rework	Adjustments/ enhancements	3 days
	Deployment	Set-up and Deploy to UAT & PROD	1 day
	Subtotal		6 days
Transition	Transition to support	Transfer knowledge to different teams (IO, IT, EDM)	2 days
	Documentation	Finalize all document and handover documentation	3 days
	Subtotal		5 days
Other	Project Management	Coordination and managing the project	8 days
	Q&A	Quality assurance	3 days
	Power BI Training	1 training for developers (max 4) 1 training for key users (max 10) 1 training for business users (max 70)	9 days
	Subtotal		20 days
Grand total			83 days

4. Project deliverables

4.1 Phase 1b deliverables and acceptance criteria

4.1.1 Phase 1b deliverables

- Data Warehouse
- HSO DNA Framework Default Data Model
- AX2012 R3 Historical transactional data captured on day 1 D365 go-live and loaded into the DWH
- An integration component which updates the DWH daily with D365 data necessary for reporting purposes
- Combination of AX2012R3 and D365 data extracts in the DWH
- Updated SDD
- Training for City I/O, BSOL, and EDM resources

4.1.2 Phase 1b acceptance criteria

- The Warehouse will not have overlapping or duplicate attributes
- The data model contains no referential integrity errors or null keys
- Missing dimensional records are mapped to a "missing data" record.
- All date keys are in the form YYYMMDD.
- Fields without meaningful data will be hidden from view but not deleted from the final data model so that they may be used in the future
- All measures have been documented in the SDD
- City has received an updated SDD
- City has received an updated Architectural diagram of the Warehouse infrastructure
- City has received all documentation on the DWH
- City resource has received training on the design of and to access the DWH

4.2 Phase 2 deliverables and acceptance criteria

4.2.1 Phase 2 deliverables

- Analysis of City's Functional requirements for 30 BI reports and/or dashboards
- Updated SOW for the development of reports and/or dashboards
- Reports and/or dashboards agreed to in the updated SOW based on the HSO analysis of reporting requirements completed in August 2021
- Updated SDD
- Training of Power BI developers, key users, and business users

4.1.1   Phase 2 acceptance criteria

- Acceptance criteria to Phase 1b still apply
- The SDD has been further updated and reflects the DWH upon delivery
- Documentation is provided which instructs City how to build in any missing data attributes
- Concatenated business keys are filtered out in the Power BI Data Model
- City has received documentation of Reports and or Dashboard deliverables
- City reporting requirements agreed to in the HSO requirements analysis have been tested successfully
- BI Training has been delivered
- Core reports will be refreshed and available from 7am to 6pm PST subject to change by City leadership.

5. Project Cost

5.1   Total Project cost

Initial proposal on Total Project Cost for the BI Project on time and materials basis $385,000
- Phase 1a $75,000 (completed and invoiced)
- Phase 1b and 2 $310,000
  - Phase 1b Data Warehouse and Architecture $218,790
  - Phase 2 BI training and reports development $91,210

5.2   Billing and payment schedule for phase 1b

The Project cost for phase 1b is $218,790 broken down into 5 sprints as shown in the Sprint Gantt below. At the completion of each sprint 90% of the amount will be invoiced and 10% will be held back and invoiced upon final acceptance of all Phase 1b deliverables.

5.2.1   Planned sprints for phase 1b
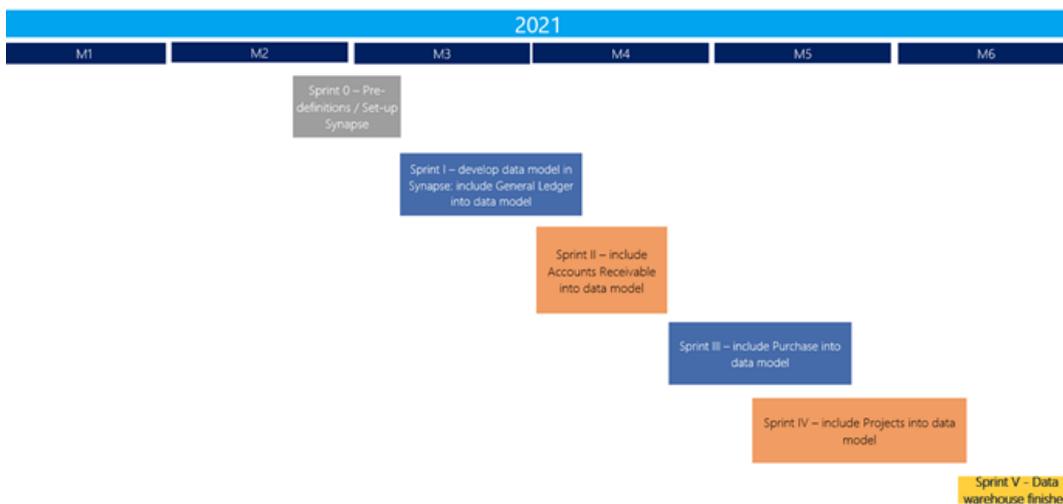
5.2.2   Sprint based payment schedule

- Sprint 0:   26th of March 2021 $ 26,254.80
- Sprint 1:   9th of April 2021 $ 39,382.20
- Sprint 2:   30th of April 2021 $ 26,254.80
- Sprint 3:   14th of May 2021 $ 26,254.80
- Sprint 4:   11th of June 2021 $ 39,382.20
- Sprint 5:   30th of June 2021 $ 39,382.20
- Milestone phase 1b delivered and signed off by City: 16th of July 2021 $ 21,879

5.3   Billing and payment schedule for phase 2

The billing and payment schedule for Phase 2 will be determined as the scope of the report's development is confirmed based on the City's delivery of reporting requirements in July 2021.

6. General project assumptions

- Activities described under the Phase 1b and Phase 2 are part of this Statement of Work. Other activities, scope, and requests are out of scope.
- Additional data entities that need to be created will require a separate Change Request. A list of the data entities that are standard (in scope) is defined in Appendix B List and overview of the data entities.
- New or additional requests will be reported. Requests for changes to the projects Scope, Schedule, or Budget will be escalated to the City Steering Committee Project Sponsors to determine if the request/change is accepted, and budget allocated.
- There is currently no plan or expectation for any activities to be performed on-site during the timeframe covered by this Statement of Work. This may change if travel restrictions related to COVID-19 are lifted, and both City and HSO Leadership and impacted personnel agree.
- SDD defines the scope; deviations are scope changes to the Project
- This plan assumes that the process owner or core user independently draws up manuals and procedures, this also applies to ICT manuals and procedures. HSO can help with examples.
- After acceptance, the solution will be "frozen" until go-live. HSO advises the City not to add new requirements within the first two months of the reports that are going live, but to use this time to gain experience with the solution and gather any new requirements initially.
- Disabling current reporting options is the responsibility of City of Redmond, as is the use of the newly available solution
- Change management and user acceptance during the functional rollout is the responsibility of the City
- The aftercare & hand-over to support phase (Transition) starts as soon as the first user uses the delivered software
- The aftercare & hand-over to support phase (Transition) has a fixed lead time of five weeks.
- The aftercare & hand-over to support phase (Transition) is based on thorough acceptance tests. Post go-live issues that were not identified in the user acceptance testing will require additional HSO hours and potentially an increase in costs.
- Transfer of knowledge to support only takes place when the SLA has been signed. This also applies to being able to log issues at the support desk. The Service Level Agreement also includes transition costs to transfer the knowledge to the support department. These are therefore not included in this Statement of Work. Details of the Service Level Agreement will be provided as part of the start-up of Phase 1b.

7. Project management

HSO uses a management and project methodology, focusing on a pragmatic approach. The project management supports the Sprints in that respect. The planning of phase 1b is in line with the D365 F&O project planning. Together with the HSO D365 F&O project team both solutions (D365 F&O and data warehouse) will go live at the same time.

7.1   Project roles

We distinguish between different roles within a project:

7.1.1   PMO committee

The PMO committee has responsibility for the project. The PMO committee monitors the business case and project management.
The PMO meeting consists of:

- PMO Manager / CoR (Dawn M. Johnson)
- Project Manager / CoR (Kristy Hardy)
- Sponsors HSO (Fouad Allabari, Rohit Gupta)
- Project Management HSO (Kevin Goode, Silke Freitag)

7.1.2   Architect / leads

To maintain the correct focus on integrated work, so that the interpretation of the sub-processes fits into the integrated picture, an Architect or lead is appointed by both HSO and City of Redmond. Both parties are jointly responsible for the integrated and delivered solution.

7.1.3   Core users

The core users are responsible for the proper and timely definition and interpretation of the functional domain of the core user.
When working groups are formed with members, the core users are, together with the working group chairperson responsible for the assignment, direction, commitment, and involvement of the other staff.

7.1.4   Consultant

Consultants from HSO advise and guide the core users in terms of content and results according to the agreed planning within their area of responsibility.

7.1.5   Quality assurance

To guarantee quality and outcome, HSO Q&A will do random checks / reviews on the project to monitor quality. This will always be in consultation between City of Redmond and HSO.

7.1.6   Tester

The tester is responsible for drawing up the test cases and test scenarios based on the available documentation / information (test basis) for the different test types (such as unit and functional tests, user acceptance, etc.). This happens in consultation with the involved stakeholders. The tester will also perform or support these tests. Testers record the findings and take care of the necessary re-testing. We observe that in many cases the tester is a process owner or key user.

7.1.7   Competence Center

The Competence Center (IO, BSOL and EDM) plays an important role during and after the project. During the Business Understanding phase, the Competence Centre will be set up with roles that are active within and after the project, to support several activities. In addition, the Competence Centre will independently roll out the following entities after the first go live of a business release. Regarding the organization at the start of this project, the Competence Centre will consist of the following components:

- Timely ordering and having environments available (Dev/Test and Acceptance/ Production)
- Transferring accomplished work to different environments
- Making report designs
- Helping development Power BI reports and / or dashboards
- The development of instructional videos and other material to support the training of employees
- Further rollout after the first business release has gone live, in the case that it is not used at once
- Guaranteeing the knowledge level of employees during rollout and primary contact
- Coordination of training courses, also for new employees.
- Setting up authorizations
- Management of third parties
- Setting up the functional management organization.
- Checks / Approves converted data
- Setting up a change management procedure for future wishes, after the project has been completed

Collaboration

The HSO approach is supported by a central project workstation in Azure DevOps. The collaboration site is based on the management of deliverables that must be completed during the project.
One of the great advantages of using a collaboration site, in addition to central storage of project documentation, is the follow-up via workflow / mail so that project members are proactively informed when there is an action assigned to them. In addition, the project method is supported by the design of the tool used. For the project participants this always means access, a version of the truth.

Acceptance and discharge

7.2.1   Acceptance events during project

Acceptance is also part of a controlled approach. HSO uses three events within iterations in the project:

- Phase 1a: Technical Acceptance of the lift and shift of the historical data from AX 2012 R3
- Phase 1b: Technical Acceptance of the Data Warehouse

- Phase 2: Functional acceptance of the 30 Power BI Reports and necessary data model(s)

7.2.2 Discharge upon completion of project

During the aftercare and Handover to support phase (Transition), the City is formally asked for discharge by means of a discharge document. It may be that there are still outstanding issues, these will then be passed on to support under the project conditions as part of the discharge. The project is formally closed by signing the discharge form.

Risk management

Within this project, risk management is aimed at identifying risks at all levels of the project organization and taking measures against them. Risk management is the responsibility of the steering committee. The project managers of HSO and City of Redmond will periodically assess the list of risks and, where necessary, supplement it with risks for the project.

Criteria and principles

The Plan is based on certain criteria and principles. The criteria are inseparably linked to the time and budget required for the project. If during the project deviations from these criteria, this must be discussed in the steering committee.

- City of Redmond provides access to the workplace and ICT infrastructure before the start of work
- The implementation methodology Excellerate is used for the implementation of the project
- Key users are sufficiently available (see detailed planning for specific availability)

Change requests

The project scope is known in detail. From start of phase 1b, project management will use the change request procedure, as described in the appendix D.

8. Acceptance

IN WITNESS WHEREOF, the parties have entered this Statement of Work of the last date set forth below, with effect as of the Effective Date.

HSO North America, LLC.   Client

_____   _____
Signature   Signature

_____   _____
Name   Name

_____   _____
Title   Title

_____   _____
Date   Date

Appendix A Detailed planning phase 1b

Microsoft Excel
97-2003 Worksheet
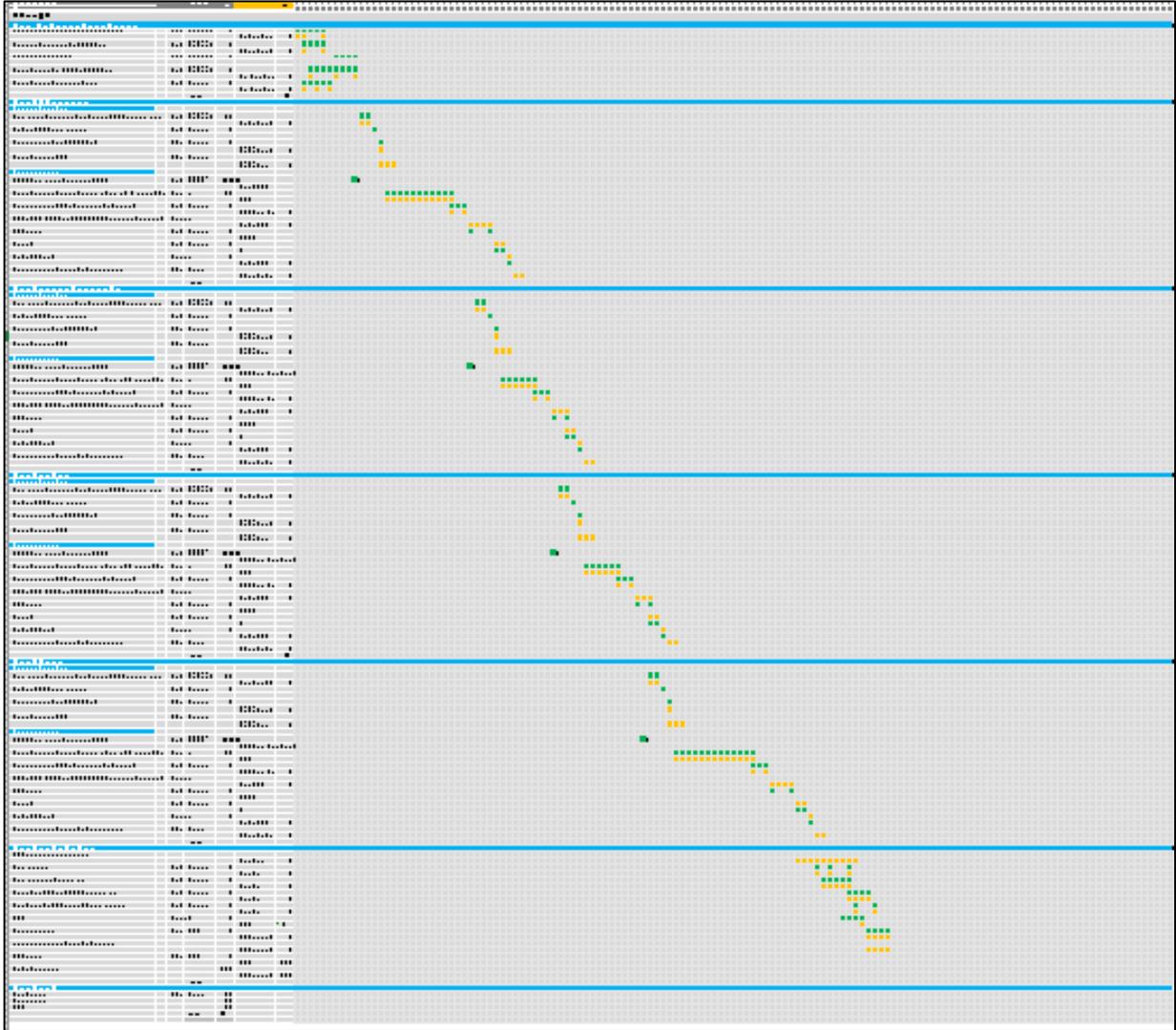
Appendix B List and overview of data entities

This is an overview of entities from D365 F&O. All data from DAX12 R3 is in scope and will be available via the data warehouse and datamodels.

Area	Data(tables) entities
Finance GL	dbo.GENERALJOURNALACCOUNTENTRY
	dbo.GENERALJOURNALENTRY
	dbo.LEDGER
	dbo.LEDGERENTRYJOURNAL
	dbo.MAINACCOUNT
	dbo.LEDGERCHARTOFACCOUNTS
	dbo.VENDTRANS
	dbo.VENDTABLE
	dbo.FinancialDimensions as built by: DIMENSIONATTRIBUTE DIMENSIONATTRIBUTELEVELVALUEVIEW DIMENSIONATTRIBUTEVALUE DIMENSIONATTRIBUTEVALUECOMBINATION DIMENSIONATTRIBUTEVALUESETITEM DIMENSIONFINANCIALTAG
Budget	dbo.BUDGETTRANSACTIONLINE
	dbo.BUDGETTRANSACTIONHEADER
	dbo.DIMENSIONATTRIBUTEVALUECOMBINATION
	dbo.MAINACCOUNT
	dbo.LEDGER
	dbo.BUDGETTRANSACTIONCODE
	dbo.FinancialDimensions
Vendor	dbo.VENDTABLE
	dbo.DIRPARTYTABLE
	dbo.VENDGROUP
	dbo.DIRPARTYPOSTALADDRESSVIEW
	dbo.DIRPARTYLOCATION
	dbo.LOGISTICSPOSTALADDRESS
	dbo.LOGISTICSADDRESSCOUNTRYREGIONTRANSLATION
	dbo.PAYMTERM
	dbo.HCMWORKER
	dbo.HCMWORKER
	dbo.BPFBUSINESSRULETABLE

Area	Data(tables) entities
	dbo.BPFINVENTBLOCKINGREASONTABLE
	dbo.FinancialDimensions
GL Account	dbo.MAINACCOUNT
	dbo.MAINACCOUNTCATEGORY
	dbo.LEDGERCHARTOFACCOUNTS
	dbo.LEDGER
Company	dbo.DIRPARTYTABLE
	dbo.DIRPARTYPOSTALADDRESSVIEW
	dbo.LEDGER
	dbo.DIRPARTYTABLE
Currency	dbo.CURRENCY
Fund	Dbo].[LEDGERFUND]
	[Dbo].[LEDGERFUNDTYPE]

Appendix C Project risk

No.	Description	Consequence	Risk	Indication of effect in days	Mitigation to prevent risks
1	City involves a 3rd party interest in the BI project	Divergent planning resulting in inefficient hours that are not foreseen	m	5-50	Involvement in the BI Project is limited to existing HSO and City team members
2	Insufficient Buy In by key users due to lack of involvement of the right staff in the report definition, development, or testing	Solution is not properly tested or fully implemented/used	l	5-15	Double check if key users are representative of the organization and do use/create required report
3	City IT resources do not (fully) have the capacity to complete the work assigned to them.	Work must be carried out by consultants and result in increased costs	l	5-25	City IT resources are involved in 6-8 week Sprint planning session
4	Implementation strategy differs from the project plan	More (or less) Iterations needed and possibly other (temporary) solutions or adjustments	m	5-50	Define the scope as detailed as possible per Sprint and by defining the 20 business questions which need to be answered by the DWH before phase 1b starts, frequent updates of Sprint planning
5	During the project, organizational changes occur that affect the project	Solution design is no longer correct, business case can no longer be achieved, solution requires redesign based on input from new team players	h	50-100	Put major changes on hold to after the project is finalized
6	Not enough consultants available with the right skillset	Overrun on schedule and budget	l	5-25	Over plan current BI Team – reserve 5-10% more hours than budgeted
7	Need more time to build DWH	Overrun on schedule and budget	l	5-15	Prioritize, reduce scope, or simplify data warehouse

Appendix D Procedure scope change

The following procedure applies if one of the parties wishes to make a change in the scope of this Plan of Action.

The party requiring making a change ("Initiator") sends the other party ("Recipient") a change proposal with the following content:

- Project identification
- Name of party and person
- Date of change proposal
- Description of the change
- Reason for the change

HSO will estimate how much impact each change will have on the cost, lead times, services and other relevant obligations agreed within the contract ("Impact study").

HSO will inform City of Redmond if there are costs associated with carrying out the Impact study if City of Redmond is the initiator of a change proposal. If City of Redmond approves the implementation of the Impact Study with any associated costs, HSO will carry out the Impact Study, resulting in the changes to cost, lead times, services, and other relevant obligations.

HSO will implement a relevant change proposal now that City of Redmond accepts the outcome of the Impact Study for this change proposal. In this case, the Impact Study will become part of the contract.

Appendix E Solution Design Document

Microsoft Word
Document

Appendix F Glossary

- Solution Design Document (SDD): The solution design document describes 'how' we are going to implement the solution including a technical design of the architecture.

- Information Matrix: Information matrix is an Excel matrix describing 'what' we are going to implement. With what we mean the amount of KPI's, reports and the definitions of these KPI's.

- ETL – Data migration activities: Extract, Transform, Load data

- Data warehouse (DWH): A Data warehouse consists of several Cloud-based components (different layers and environments like DEVT/TEST, UAT, PROD) which are used to extract data from defined source systems, consolidate and harmonize the data and to create a structured model based on the reporting requirements of the customer (here: Tabular Model).

- Power BI (PBI): application used to create (Power BI Desktop) and distribute (Power BI Service) reports within the client's domain

- Facts: transactional data per area of business; fact table consists of the measurements, metrics, or facts of a business process

- Dimensions: master data per area of business; dimensions provide structured labelling information to otherwise unordered numeric measures. The dimension is a data set composed of individual, non-overlapping data elements.

- Measures: KPI's per area of business

- Data model: structured model (here: Tabular Model) based on the reporting requirements of the customer (includes facts, dimensions, measures).

- EDM: The CoR Enterprise Data Management Team

- BSOL: The CoR Business Solutions Support Team

Appendix G Change and solution adoption

HSO is not tasked in putting change and adoption management as part of this amendment, however it is HSO's responsibility to mention that HSO has the capabilities and best practices regarding change and adoption management. This is a topic that during phase 2 , building the power bi reports, could be of interest to help City to increase the adoption and usage of the Power BI Reports by the business. For now, it is out of scope however HSO wants to mention this as a possible topic to address during phase 2.

Not only the system changes; processes and the way of working are also changing. Adoption & Change focuses on creating conditions to achieve the desired business outcomes of the project. This is only possible if the new system is used *effectively and efficiently and if the new processes are adopted by the employees. This status is referred to as "Ultimate Usage"*

That is why a structured change & adoption process is designed which functions in combination with the project management process and active leadership (decisions for project management and actions for change management).

Structure of the Adoption & Change project
The structure is based on the Prosci phase model that is also used by Microsoft.

The main features of the adoption & change approach:

The senior executive / sponsor has a key role in the project and in particular for:
Direct communication to employees about the reasons for the change.
Building coalitions between managers to guarantee a supported and uniform approach to employees.
Organizations do not change their behavior, but people in those organizations do. That is why we use a bottom-up approach in which it is determined per employee where they stand in the change. As a result, no "one size fits all" interventions will happen, but rather highly targeted actions based on usefulness and necessity, without wasting energy and goodwill.
The use of the ADKAR model that determines per employee what barriers to change: **A**wareness, **D**esire, **K**nowledge, **A**bility, **R**einforcement.
Based on a continuous processing of best practices that are made available to the practitioners of Prosci / Microsoft adoption & change management.
An abundance of ready to use tools such as templates for presentations, surveys and cockpits (both offline and online)

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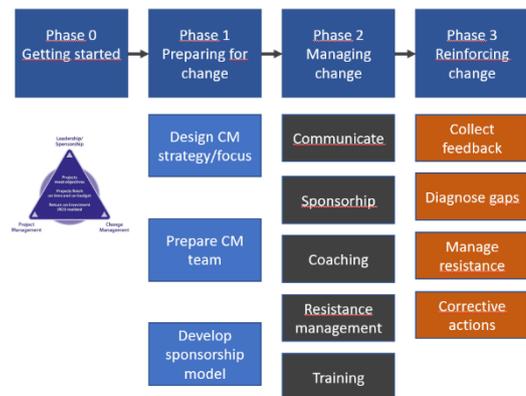
PROJECT TITLE	*EXHIBITS* *(List all attached exhibits - Scope of Work, Work* *Schedule, Payment Schedule, Renewal Options, etc.)*
CONTRACTOR	*CITY OF REDMOND PROJECT ADMINISTRATOR* *(Name, address, phone #)* City of Redmond
CONTRACTOR'S CONTACT INFORMATION *(Name, address, phone #)*	*BUDGET OR FUNDING SOURCE*
CONTRACT COMPLETION DATE	*MAXIMUM AMOUNT PAYABLE*

THIS AGREEMENT is entered into on _____, 20__ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1.   <u>Retention of Consultant - Scope of Work</u>. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2.   <u>Completion of Work</u>. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3.   <u>Payment</u>. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4.   **Changes in Work**. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5.   **Extra Work**.

A.   The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B.   The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C.   Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D.   Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6.   <u>Ownership of Work Product</u>. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7.   <u>Independent Contractor</u>. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8.   <u>Indemnity</u>. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A.   The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B.   The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9.   <u>Insurance</u>. The CONSULTANT shall provide the following minimum insurance coverages:

A.   Worker's compensation and employer's liability insurance as required by the State of Washington;

B. **General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars ($2,000,000) for bodily injury, including death, and property damage per occurrence.**

C. **Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars ($2,000,000) or more against claims arising out of work provided for in this agreement.**

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. <u>**Project Administrator**</u>. **The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.**

13. <u>**Disputes**</u>. **Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.**

14. <u>**Termination**</u>. **The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.**

15. <u>**Non-Discrimination**</u>. **The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.**

16. <u>**Compliance and Governing Law**</u>. **The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.**

17. **Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. **Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. **Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. **Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. **City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. **Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT: **CITY OF REDMOND:**

By: Rohit Gupta   **Angela Birney, Mayor**
Title: CTO/GM   **DATED:**

                                               ATTEST/AUTHENTICATED:

                                               City Clerk, City of Redmond

                                               APPROVED AS TO FORM:

                                               Office of the City Attorney

Scope of Work

for

Microsoft D365 Finance and Operations

Implementation

_____

Date: September 25, 2020

Authors: Rohit Gupta, Tim Rands, Kevin Goode

Version: 3.2.1

Table of Contents

1 Document Information

1.1 Version Control

VERSION	DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	November 2019	Rohit Gupta, Tim Rands, Kevin Goode	Initial draft
1.1	January/February 2020	Rohit Gupta, Tim Rands, Kevin Goode	Edited for reply to City comments, added Appendix F –
1.2	Feb 17th 2020	Rohit Gupta	Final Review
2.0	Feb/Mar 2020	Tim Rands, Kevin Goode	Accepting previous updates and incorporating additional feedback
2.1	May 8, 2020	Jay Freeland, Tim Rands	Incorporating City updates
3.0	August 2020	Tim Rands, Kevin Goode	Updates in preparation for Project Phase 2 after Prototyping activities
3.1	August 26, 2020	Tim Rands, Kevin Goode	Updates to Interfaces section (6.2) and Section 7.8 – Historical Data Migration
3.2	September 10, 2020	Tim Rands, Kevin Goode	Incorporated final feedback from City of Redmond
3.2.1	September 25, 2020	Tim Rands	Adding Contract # to Header and Section 2.1

1.2 Abbreviations

»	D365	-	Microsoft Dynamics 365 for Finance and Operations
»	BR	-	Business Release
»	SOW	-	Scope of Work
»	BCM	-	Business Control Model
»	BRD	-	Business Requirements Document
»	SDD	-	Solution Design Document
»	FDD	-	Functional Design Document
»	TDD	-	Technical Design Document
»	RDD	-	Report Design Document
»	IDD	-	Interface Design Document
»	City	-	City of Redmond
»	CoR	-	City of Redmond
»	Standard D365 Service	-	Microsoft Dynamics 365 Cloud Service
»	LCS	-	Microsoft Lifecycle Services
»	MPOS	-	Microsoft Point of Sale (Cashiering)
»	Work Instructions		Process and Procedure documentation
»	Extension	-	Software customization to out-of-the box functionality
»	Process Owners/Leads	-	Line managers responsible for the overall business process
»	Key Users	-	Active project members who execute most tasks
»	KT	-	Knowledge transfer

1.3 Confidentiality

This document is issued on the understanding that all parties agree to hold all information confidential. Any information provided by City of Redmond (City) and any information provided by HSO throughout the course of this project shall remain confidential, unless such information already exists within the public domain.

Information may only be shared by those person(s) deemed to be actively involved in the project and for the purposes of evaluating this work. This document shall remain the property of HSO NA LLC.

HSO recognizes that the City is a municipal entity subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that City is obligated to disclose records upon request unless a specific exemption from disclosure exists. Nothing in the Scope of Work is intended to prevent the City's compliance with the Public Records Act, and the City shall not be liable to HSO due to the City's compliance with any law or court order requiring the release of public records.

1.4 Who Should Read This Document?

This document has been prepared for review by:

» HSO Project Team

» City Decision Makers

» City Project Team

2 Project Background

2.1 Introduction

City is looking to migrate from their current on-prem legacy systems with a common platform which will be Dynamics 365 FOR Finance and Operations (D365)

HSO has completed the Diagnostic phase and in this Scope of Work the project methodology, approach, project scope definition and planning, roles and responsibilities, services scope, key assumptions and forecast estimates for the implementation of D365 can be found. The appendices contain supporting information on change, risk and escalation management, quality and testing principles.

This SOW is entered into pursuant to the Consulting Services Agreement ("CSA") numbered 9513, between the City of Redmond ("Client" or "The City") and HSO North America, LLC ("HSO").

In the event the terms of the Consulting Services Agreement and the terms of this SOW conflict, the terms of the Consulting Services Agreement will prevail.

Services shall commence upon Client's signature of this SOW, unless otherwise agreed between the parties. The SOW may be terminated as provided for in the CSA.

The following are described in this document:

- Overall plan of the program
- Overall governance of the program
- The high-level scope of Microsoft D365 for Finance and Operations
- The high-level scope of any related projects and activities

3 Executive Summary

City of Redmond has engaged HSO to assist in the implementation of Microsoft's cloud-based Dynamics 365 platform for its ERP solution. HSO is pleased to partner with City of Redmond to complete the implementation of Microsoft D365 for Finance and Operations. This Scope of Work provides a structure for a successful implementation with a defined timeline, milestones and path to success.

Based upon our positive experience with the City team, we are confident that the capabilities being provided by team will provide the necessary effort into the implementation to ensure success.

- The project will be based on using the standard SaaS service Microsoft Dynamics 365 Finance (and Operations)
- The project will use waterfall approach as defined in section 4.
- The project's roles and responsibilities are as defined in section 5.
- An overview of HSO's consultancy services can be found in section 7.
- HSO undertake all projects based on key assumptions, these can be found in section 8.

4 Project Methodology

HSO's Excellerate methodology is based on a proven ERP history, refined through many successful implementations and is focused on ensuring that the system, data, and City team will be fully prepared for the go-live of Dynamics 365.

The day-to-day activities and supporting tasks planned week-over-week establish a flow of work - starting with the most basic out-of-the-box processes. All tasks are managed in a Microsoft Project Plan (MPP) in which start dates, finish dates, constraints, and resources are assigned. Day-to-day tracking of progress against goals is recorded in the Project Plan and reported accordingly. Task assignments are conducted via one-on-one meeting between the PMO and individual workstreams owners

Risk management is an important element in the project methodology. IT projects are generally known for exceeding budgets and time limits. HSO project managers are familiar with these pitfalls and apply integrated process and risk management embedded in our methodology to prevent critical surprises.

HSO's Consultants with specific areas of expertise will become familiar with City's business processes. Approved business scenarios will be captured in a detailed Business Requirements document (BRD) that will be used for traceability throughout the project.

The following characteristics of the project approach are particularly important:

» System Readiness – validating that all aspects of the system work as expected and to the City's specifications as defined in the Business Requirements Document (BRD)

» Data Readiness – validating that migrated data has been confirmed

» People Readiness – validating that the users of Microsoft D365 are prepared, including training and Work Instructions for the go-live

» Controlled development of necessary extensions & interfaces as defined in section 6.3 and 6.4 of the SOW

» Focus on structured testing to ensure all aspects of required processes meet the City's defined in the Business Requirements outlined in the BRD. Testing limited to functionality within D365. Any structured testing that sits outside of D365 is out of scope. E.g. any changes or testing related to Kronos is not in scope of HSO.

» Delivery of non-standard or custom reporting priorities identified in Business Release 1 and 2 and subject to definition in Section 7.6.2.

Based on business objectives, available time, available resources, business risks, budget and more, the Project will be broken into multiple Business Releases.

Each Business Release will have the following dimensions:

- Project Kick off for Business Releases and cover Objectives
- Functional Scope
- Services Scope - Tasks by party, cooperation; R&E (Responsibility & Execution) and S (Support)

- Deploy Scope (locations, businesses, etc.)
- Key Assumptions
- Organization, Roles and Responsibilities
- Planning and Deliverables
- Budget

Each Business Release go through the phases described on the following pages:

4.1 Validate Phase

The Validate Phase has been completed for BR1 workstreams as defined in the Prototyping Project in WO#3.

This section of the SOW is specifically related to BR2 project scope. The purpose of the Validate phase is to confirm the high-level requirements identified in the Business Requirements Document (BRD) which was an outcome of the Diagnostic phase activities performed in July and August 2019. The focus will be on Gaps and Fit Workarounds, but requirements identified as Fits will also be reviewed. When analyzing the current requirements, it is critical to define whether any BR2 requirements will be scoped to a later (BRn) release or are considered out of scope.

During the Validate Phase, the team focuses on the following activities:

- All requirements are documented and approved
- All identified fit workarounds and gaps are identified and reviewed
- D365 environments are deployed, together with LCS, DevOps, and Azure Subscription
- Application architecture is reviewed

The Validate Phase includes Conference Room Pilot 1 (CRP1). The purpose of this CRP is to review defined business scenarios and processes with demo data configured, as much as feasible, and to map to City configurations. During this CRP, the business scenarios are aligned with corresponding functional requirements and aligned to initial application setup that forms a guidance for the business design.

Upon the delivery of the Validate Phase, the Project Team will have a clear understanding of Gaps and Fit Workarounds leveraging out-of-the box functionality as much as possible. The two documents attached in Section 6.3 - Gap Approaches, and Fit Workaround Approaches, describe the proposed high-level solution design for both Gaps and Fit Workarounds. The described design underlies this proposal and budget. If changes are required to the proposed solutions, then there could be a budget impact. Any new requirements that result in a Gap, Fit Workarounds that become a Gap, or Gaps that exceed original development estimate, could impact budget. If these have a combined impact exceeding 10% of the current Development Budget this will result in a Change Request.

Any additional interface requirements not defined in Section 6.4 will result in a Change Request.

Current Gaps and Fit Workarounds have been defined based on joint efforts between City and HSO to identify differences between City requirements and process- and or functional support of Dynamics 365.

Validate Phase	Activities	Deliverable	Deliverable Responsibility (Lead/Support)	Acceptance Document
Project Initiation	• Project Plan/Calendar defined	Project Plan Project Kick-off	HSO/CoR	
D365 Deployment	• Refresh environments - As needed for BR2	Environment readiness	HSO/CoR	
Application and Architecture	• Define and document interfaces strategy • Data migration strategy defined • Define and document Reporting & BI Strategy		CoR/HSO	
Document Business Requirements	• Enhanced business requirements document • Update Business Control Model • Define Business scenarios	BR2 Business Requirements Document v1.x	HSO/CoR	BRD v1.x Sign-Off
	• Conference Room Pilot 1 (CRP1) for core processes using the (City of Maple) data	BR2 Conference Room Pilot 1	HSO/CoR	Sign-off on CRP1
Project management	• Project management and control		Joint	Go/No Go Decision to move to Design phase

Table 1: Deliverables – Analysis Phase

4.2 Design Phase

The Design Phase for BR1 activities is to be completed for BR1 workstreams as part of the Prototyping Project defined in WO#3.

This section of the SOW is specifically related to the Design Phase for BR2 workstreams. The purpose of the Design Phase is to prototype business processes and validate the high-level requirements documented and approved in the BRD and complete all future-state (TO BE) design activities. When analyzing the current processes, it is important to define which processes can or will fit into the solution to be implemented and which processes will be outside of the solution scope.

During the Design Phase, the team focuses on the following activities:

- Extending previously defined business scenarios by further linking discreet requirements together
- Identifying and resolving issues in business scenarios
- Initiate Solution Design Document
- Setup and deploy D365 environments

- Prepare Testing plan
- Document Functional test cases and Cross Functional test cases
- Deliver and import basic testing data
- Prototyping the scenarios in the City's D365 environments to validate functionality and design

Prototyping is used to confirm that business processes, without gaps, function as expected in the system and that Key Users approve them. Prototyping is aimed at validating business requirements by configuring Dynamics 365, setting-up data, and running Key Users through the system to confirm 'fit'. The following tasks are used to manage this work:

- Business process construction
- System configuration
- Data setup
- Prototyping
- Feedback

At the same time, we determine which aspects of the business processes are essential for the actual system design. These fundamental design choices can be constrained by data management limitations, reporting requirements, contract limitations, product fit, service management definition, and pricing. Based on these choices, a global data model can be set up as a basis for further development of the Solution Design and Data Migration in the Design Phase. [Data migration scope is described in Section 7.7 of this document. Solution Design occurs, and is documented, during the Design phase of the project based on completion of Analysis. This is documented in Solution Design Document.]

The BR2 Design Phase will include Conference Room Pilot 2 (CRP2). The purpose of this CRP is to run through identified business scenarios and processes with sample City data. At this stage, however, no extensions have been developed. During this CRP the business scenarios are reviewed with the corresponding functional requirements using the application setup that forms the basis for the business.

Upon the delivery of the BR2 Design Phase, the Steering Committee will be able to make major policy decisions regarding process design changes, changed working methods, whether to allow specific extensions and final definition of project scope. If any Gap extensions or Fit Workarounds proposed by HSO do not meet with City acceptance, and City requires a change to the proposed solution by HSO, an amendment to the Contract will be required as it is not part of the Fixed Budget provided in this Scope of Work. Refer to Change Request language

1. Acceptance of the Design Phase includes the Acceptance of the BRD (vx) for Business Release 2
2. The SDD will have the following meaning: the functional requirements included in the accepted BRD, classified as Fit and which are part of the respective Business Release
3. The functional requirements of the SDD will be exclusively configured using out of the box functionality
4. In case of differences in interpretation of the functional requirements in the Develop, Deliver, Deploy phase, the available functions of the out of the box functionality will be leading. In other words, the out of the box functionality serves as specification of the functional requirement and will limit or end any possible interpretation.

5. This specifically also applies to Testing and Acceptance; acceptance for functional requirements classified as Fit must be provided, as the out of the box functionality equals the specification.

6. In case of difference in the interpretation of the SDD and/or Out of the box functionality, these differences will be handled through the Change Control Procedure. Modifications described in the FDDs prevail over the specification for the out of the box functionality, but in all other cases the specification for the out of the box functionality will prevail.

Design Phase (BR2)	Activity	Deliverable	Deliverable Responsibility (Lead/Support)	Acceptance Document
Configure Prototype	• Define and configure business scenarios • Key User training/Knowledge transfer	Validated Business Requirements and Gaps	HSO/CoR	BRD v2 Sign-Off Gap List v2 Signoff
Solution Design	• Complete and approve Solution Design Document describing out of the box functionality and reporting	Solution Design Document (SDD) created	HSO	Approved Solution Design Document
Configure D365 Environments	• Deploy/refresh TEST environment(s) as needed environments	Environment readiness	HSO/CoR	
Define Test Scenarios	• Prepare Test plan • Document functional and cross functional test scenarios	Test Plan	CoR/HSO	Approved Test Plan
Data Migration	• Map, deliver and import basic data • Knowledge transfer (KT) on data migration tool	Basic data load to D365	HSO/CoR	
	• Conference Room Pilot 2 (CRP2) (BR2)	Conference Room Pilot 2	HSO/CoR	Sign-off on CRP2
Project management	• Project management and control		Joint	Go/No Go Decision to move to Development phase

Table 2: Deliverables – Design Phase

Project scope control

If Key Users discover deviations later in the project due to special processes or exceptional situations, which were not part of the Business Requirements as established in the Analysis & Validate Design Phase, these will need to be solved as much as possible via organizational adjustments. Additional requirements for software changes should be collected on an optimization list for possible development in future releases. This is to prevent the project from running out of scope and causing time delays. Personalisation (minor adjustments on screens, documents and reports) are still allowed. Should scope changes be required, they should follow the procedures outlined in Appendix A for Change Management.

4.3   Development Phase

The purpose of the Development Phase is to finalize the D365 configuration and develop the solutions to resolve the identified gaps, together with the development of any interfaces and reports. The Solution Design accepted in the Design Phase will be used to define detailed Functional Design Documents (FDD), Reports Design Documents (RDDs) and Interface Design Documents (IDDs). After these Designs have been approved, they will be developed, tested and accepted.

Parameters and basic tables are configured, and the solution setup is fine-tuned and tested by the Process Owners and Key Users using previously defined scenarios and test cases. Process Owners and Key Users continue developing their skills in the system ("practice") by executing the functional and cross functional (integration) tests scripts. This is an intense time-period for the Key Users, since it is their responsibility to test all business processes extensively in the D365 environment, including process exceptions. Key Users are supported by the HSO Consultants for application-specific setup questions and by project management to facilitate and monitor plan and planning.

During this phase the Competence Center (see Section 5.5) receives training in application management, data conversion, reporting, workflow, authorizations and personalisation and executes the basic and data conversion. At the same time, the go-live critical document layouts and most important management reports are developed.

The Development Phase includes Conference Room Pilot 3. The purpose of this CRP is to run through the defined business scenarios and processes with imported City data and at least some of the extensions - including the interfaces to legacy systems. During this CRP, the business scenarios are presented with corresponding functional requirements and presented in an application setup that is subsequently used as the basis for the business.

Development Phase	Activity	Deliverable	Deliverable Responsibility (Lead/Support)	Acceptance Document
D365 Configurations	• Parameters and reference tables configured		HSO	
D365 Application & Architecture	• Deploy and set up UAT environment • ERP Competence center in place • Manage D365 environment updates and code deployments		CoR/HSO	
Extensions Development	• Define, develop, deliver, test, and accept extensions	Functional Design Document	HSO/CoR	Acceptance signoff
Integrations Development	• Define, develop, deliver, test, and accept interfaces	Interface Design Document	HSO/CoR	Acceptance signoff
Documents & Reports Development	• Define, develop, deliver, test, and accept Documents and reports	Report Design Document	HSO/CoR	Acceptance signoff
Data migration	• Data Mapping • Migration of data (Master & Transactional) • Data transfer between environments • Conversion optimization	Master and transactional data conversion completed	HSO/CoR	
Authorizations	• Define and initiate authorizations structure	Authorization training	CoR/HSO	
Workflows	• Define and initiate workflow development	Workflow configured	CoR/HSO	

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Development Phase	Activity	Deliverable	Deliverable Responsibility (Lead/Support)	Acceptance Document
	• Conference Room Pilot 3 (CRP3)	Conference Room Pilot 3	CoR/HSO	Sign-off on CRP3
Project management	• Project management and control		Joint	Go/No Go Decision to move to Deliver phase

Table 3: Deliverables - Develop Phase

Project scope control

The duration of this phase strongly depends on the number of functional changes and the available capacity of Key Users to test and accept all operational processes and (exception) situations.

A risk in this phase is the deviation from the original solution as defined by the BRD. As City users (Process Owners and Key Users) develop greater understanding of the system and discover previously unidentified exceptional situations and requirements, they may come forward with requests for new additional software modifications. In order to prevent the project from going out of scope, budget and time, Project Management Team and Steering Committee should aim to avoid such modifications or postpone them to a later optimization release. Should scope changes be required, they should follow the procedures outlined in Appendix A for Change Management. Refer also to Change Request language .

4.4   Deliver Phase

The purpose of the Deliver Phase is to finalize the configuration of the solution by performing final testing and validation and to prepare the system, the data, and people for the upcoming go live. Conference room pilots (CRPs) and user acceptance testing (UAT) are conducted where the business formally accepts the completed solution ahead of the planned go-live date.

During this time, Process Owners and Key Users continue developing their skills in the system ("practice") by executing the functional and cross functional (integration) tests cases created during prototyping. This continues to be a very busy time-period for the Key Users, as they are responsible for defining and extensive testing of all business processes and providing acceptance. Key Users may also work with other City Subject Matter Experts to prepare for training of their decentralized end-users. End-user training plans will be prepared along with the approach (instructor-led, training the trainer, etc.…). Cutover plans and procedure documents are also prepared.

During the Deliver Phase, the team focuses on the following activities:

- Validating that all go-live solution components are in place and tested, including security, workflows, reports, integrations, and 3rd party software (ISVs).
- E2E testing will be conducted to systematically test all in-scope areas of the system and to confirm that migrated master data is in go-live readiness state
- User-Acceptance Testing (UAT) conducted to confirm that the solution is accepted by the business

- A Go/No Go decision will be made after UAT. This serves as a gate to the deploy phase.
- Once processes are stabilized and confirmed without significant error, the team will finalize preparations for End User Training (EUT).

Upon the delivery of the Deliver Phase, all aspects of the solution will have been fully tested and accepted by the business and the go-live date for the solution will have been confirmed.

The Deliver Phase includes Conference Room Pilot 4/End-to-End testing and Conference Room Pilot 5/UAT. The purpose of CRP4/E2E testing is to execute the defined business scenarios and processes End-to-End, using fully loaded City data and all extensions including interfaces and custom reports. During CRP4, the business scenarios are presented with corresponding functional requirements in the application setup that will be used as the basis for the business. The purpose of CRP5/UAT, is for the Leads and Key Users to engage with additional business users within each workstream, provide system training and have them execute previously defined scenarios.

Deliver Phase	Activity	Deliverable	Deliverable Responsibility (Lead/Support)	Acceptance Document
D365 Configurations	• Validate configurations/SDD updated as needed	UAT system setup and ready for E2E Testing	HSO/CoR	
Authorizations and Workflows	• Finalize user groups, roles and authorizations • Finalize Workflow design, configuration and testing	Authorizations, Workflows configured	CoR/HSO	
Data migration	• Continue iterative data migrations	Full (trial) data conversion	CoR/HSO	
D365 Acceptance	Technical acceptance testing • Manage Environment updates • Finalize GOLD configuration • Deploy & configure production environment	Acceptance tests completed	HSO/CoR	
	Functional acceptance testing • Final functional testing and resolution to critical issues (software, workflow, interfaces, reporting) • E2E Testing • User Acceptance Testing	Updates to FDD/SDD	CoR/HSO	UAT signoff
	Work instructions/Task Recordings Documented	Work instructions	CoR/HSO	
Reports extensions	• Deliver, test and accept any outstanding custom reports	Reports	CoR/HSO	
Prepare Migration Plan	• Training plan for end users • Set up cutover planning	Migration plan for cutover	CoR/HSO	
Project Management	• Project management and control		Joint	Go/No Go decision to move to Deploy Phase

Table 4: Deliverables - Deliver Phase

Process control

The (cross) functional tests and end-to-end business cases are repeated in combination with authorizations, workflows, personalization's and converted data in a copy of the production environment. The Process Owners and Key Users should be able to work in MS D365 environment independently and with sufficient confidence to Roll-Out the solution and deploy it with Microsoft. The functional and technical acceptance tests must be completed successfully. Acceptance of this phase and Go/No Go will be based on an acceptance criteria list defined by the Steering Committee.

4.5 Deploy Phase

The purpose of the Deploy Phase is to finalize preparations for operational deployment of the system, including cutover plan rehearsals, final data conversion, end-user training, and organization change management. The cutover rehearsal results will be used to confirm final data readiness, including transactional data, and prepare the team for the actual cutover. People readiness is also considered, including the client team's readiness to take over management of the system.

During the Deploy Phase, the team focuses on the following activities:

- Finalize preparation of end-user training & work instructions initiated
- Execution of end-user training
- Final preparation of the cutover plan
- Execution of the cutover plan
- Final data validation – including open transactions data (Vendor Invoices; Purchase orders, etc.)

The cutover plan itself will start development months before the Deploy phase starts and is confirmed during this time by repeated tests and re-tests. The cutover plan outlines all project and related business activities spanning through go live. The week before go-live a final decision will be made to confirm the overall system, data, and people are ready for go-live. Issues and Action list will be contained on Azure DevOps site for both parties to access and maintain.

Upon the delivery of the Deploy Phase, the solution will have been fully deployed to the production environment and all system, data, and people readiness components will have been confirmed ahead of the planned go-live date.

Deploy Phase	Activity	Deliverable	Deliverable/ Responsibility (Lead/Support)	Acceptance Document
End users training	• Develop training materials • Execute end-user training	Trained end-users	CoR	
Go-live readiness	• Resolve final critical issues (software, interfaces, reporting) • Internal support organization established • SLA support (with HSO) arranged		CoR/HSO	Go-Live Readiness Sign-Off

Deploy Phase	Activity	Deliverable	Deliverable/ Responsibility (Lead/Support)	Acceptance Document
Migration to D365	• Final legacy system processing and close • Prepare product environment • Prepare and manage migration	Go Live script executed and completed	CoR/HSO	
Project management	• Project management & control		Joint	D365 in operational use

Table 5: Deliverables - Deploy Phase

Process control

A risk in the Deploy phase is that despite a "software-freeze" changes are still implemented. These changes run the risk of not sufficiently being tested and can bring more disruption than benefits. The "golden rule" is that last-minute changes should only be implemented after regression testing – at least all scenarios that could be impacted by the change, but potentially the entire suite of test cases.

4.6 Operation

The purpose of this phase is to stabilize the system leading to the project's closure. The degree of support is largely determined by the skill of process owners and Key Users and application management. During the first period after the operational deployment of MS D365 the HSO Consultants of the Project Team remain responsible for the resolution of production environment issues and the supporting the first month closing procedure. Afterwards the Project Team is discharged, and further support is channeled through the HSO support organization (HSO Managed Services). After project discharge a review of the project will take place. The findings (lessons learned) will be discussed with all stakeholders and used as input for next Business Releases.

Operation Phase	Activity	Deliverable	Responsibility	Acceptance Document
D365 Stabilization	• Hypercare • Financial month closing	Go live support	HSO/CoR	
Project management	• Transfer to CoR and HSO Support organizations • Project review, control, closure	Project closure	HSO	

Table 6: Deliverables - Operation Phase

5 Roles and Responsibilities

5.1 Project Organization

The Project Organisation for the City project including the governance structure is presented below.

Project Structure
Revised 03/13/2020

Steering Committee

Technical Advisors

Malisa Files Finance Director	Maxine Whattam Chief Operating Officer
Jonny Chambers TIS Director	David Juarez Public Works Director

Project Sponsors

- Kelley Cochran Finance Deputy Director
- Jay Freeland Senior Business Systems Analyst
- Keith Laycock TIS Infrastructure
- Linda Hermanson TIS Support Services
- Sue Meza TIS Business Solutions
- Simrat Sekhorn TIS Security

Kristy Hardy Project Manager

Business Owners:
- Jay Freeland Senior Business Systems Analyst
- Julie Elsom Accounting Manager
- Ryan Edwardsen Senior Financial Analyst

Core Implementation Team:
- Tim Smith Sr. Business Systems Analyst
- Mark Pratt-Barlow Sr. Systems Analyst
- Tom Coglianese Infrastructure Engineer
- Kiran Gadepalli Sr. Programmer Analyst
- Michael Maddock Security Analyst

SME and Testing Team:
- Michele Ayers Senior Accounting Specialist
- Nida Hermoso Senior Accountant
- Gloria Hulskamp Capital & Grant Analyst
- Debbie Keranova Financial Services Manager
- Katia Matuzova Accountant
- Haritha Nara Senior Financial Planner
- Adam O'Sullivan Senior Purchasing Agent
- Maria Ubezzi Treasury Analyst
- Stephanie Woo Senior Accountant
- Sandy Yeager Senior Financial Analyst

Figure 1: Project Roles & Responsibilities

The different entities in the project organisation will be discussed in the following paragraphs.

City of Redmond Project Team

Project Sponsors : Johnny Chambers, Malisa Files, Maxine Whattam, Dave Juarez
Project Oversight : Dawn Johnson
Project Manager : Kristy Hardy
Project Advisors : Simrat Sekhon, Keith Laycock, Linda Hermanson, Kelley Cochran, Sue Meza
Core Project Team : Tim Smith, Jay Freeland, Julie Elsom, Ryan Edwardsen, Michael
  Maddock, Tom Coglianese

Project Owners/Leads and Key Users

Finance Lead – G/L : Nida Hermosa
Finance Lead – A/R : Maria Ubezzi
Finance Lead – A/P : Michele Ayers
Finance Lead – Cash & Bank : Maria Ubezzi
Finance Lead – Fixed Assets : Stephanie Woo – Utilities
  : Nida Hermoso – General Government
  : Katia Matuzova - Fleet
Treasury Lead : Maria Ubezzi
Procurement Lead : Adam O'Sullivan
  : Debbie Keranova (Contract management/ebidding)
Projects/Grants : Sandy Yeager
  : Gloria Hulskamp (Grants)
Budget Planning Lead : Haritha Nara
Cashiering/Point of Sale Lead : Maria Ubezzi
  : Nida Hermoso (GL Reconciliation)
Travel & Expense Lead : Michele Ayers
Reporting Lead : Primary for module
Technical Lead : Tim Smith

HSO Project Team

The HSO Project Team members that are currently proposed and their roles:

Project Sponsors : Rohit Gupta, Jeff Michaels (Account Manager)
Project Manager : Kevin Goode
SME/Solution Architect : Tim Rands
HSO Senior Consultants : Andrew Bernstein, Joan Oruwari, Harmeet Kaur Walia, Mallesh Deshapaga (remote)
Application & Arch : Vikash Goyal & HSO GDC Team (Global Delivery Center)

Primary Roles breakdown for HSO Team:
- Rohit Gupta/Jeff Michaels: Project Executive leads for higher level support/executive steering committee meetings/escalations if necessary, to facilitate open items/issues
- Kevin Goode: Project Management facilitation day to day for all activities/schedules/budget/coordination of efforts between HSO Consultants and City Team; coordination of all activities with City PM.
- Tim Rands: Solution Architect working with HSO & City Teams to ensure overall application landscape meets project requirements
- Andrew Bernstein: Functional lead for Finance – GL/Cash & Bank/Fixed Assets
- Joan Oruwari: Functional lead for Projects and Grants, AR
- Harmeet Walia: Functional lead for Procurement, AP, Cashiering/POS, Expense Management
- Mallesh Deshapaga: Remote consulting support
- Vikash Goyal: System application and architecture

Note: Resources may and can overlap in some situations where needed.

Project Managers will be included in all project communications.

5.2   Project Governance

5.2.1   Steering Committee

The Steering Committee is the highest escalation level during the project(s). It should have decisive votes in both City as well as in HSO.

The Steering Committee is accountable and responsible for the project and it is necessary that the Management Sponsor and high-level decision makers are included. It is highly recommended for the Management Sponsor/s to chair the Steering Committee.

The Steering Committee must understand and provide support for cultural and business changes that will be typical outcomes of projects of this kind. The Steering Committee oversees the project team and the project as a whole. Through participation in regular internal meetings the Steering Committee will remain updated on all project progress, project decisions, and achievement of project Control Points. The Steering Committee will also provide support to the project team by communicating the importance of the project to each member's department along with other department managers in Client. The Steering Committee is responsible for ensuring that the project has appropriate resources, providing strategic direction to the project team, and is responsible for making timely decisions on critical project or policy issues. The Steering Committee also serves as primary level of issue resolution for the project. Steering Committee members are identified below.

The City will identify executives to represent the company as major stakeholders in the Steering Committee. HSO executive(s) will participate in Steering Committee meetings when topics are related to this ERP project.

General tasks of the Steering Committee include:

» Control project objectives and deliverables

» Approve extensions or add-ons for identified gaps

» Set and approve scope, scope changes and priorities

» Assign resources

» Control high level planning

» Manage escalations beyond the Project Team

Steering Committee

Resource	Title
Malisa Files	Finance Director
Maxine Whattam	COO
Jonny Chambers	TIS Director
Dave Juarez	Public Works Director
Kelley Cochran	Finance Deputy Director
Simrat Sekhon	TIS Security & Compliance Manager
Keith Laycock	TIS Infrastructure & Operations Manager
Linda Hermanson	TIS Customer Care Manager
Sue Meza	TIS Business Solutions Manager
Dawn Johnson	TIS PMO Manager

5.2.2 Project Sponsors

The City Project Sponsors provide support to the project by allocating resources, providing strategic direction, communicating key issues about the project and the project's overall importance to the organization; and when called upon acting as the final authorities on all project decisions. The Project Sponsors will be involved in the project as needed to provide necessary support, oversight, guidance, and escalation, but will not participate in day-to-day activities. The Project Sponsors will empower the Steering Committee and Project Team to make critical business decisions for Client.

Sponsor Role Definition

» Senior Executive "Owner" of the project and the business case

» Chair the Steering Committee

» Ensure that the project does not expose the business to an unreasonable level of risk in relation to the investment being made and the benefits anticipated:

  o The project sponsor will have budget authority for the project

  o May be delegated to the Project Manager

» Take actions to support the Program within the business, for example but not limited to:

  o Able to commit and guarantee the commitment of resources

  o Generate and gain approval of the business case

  o Ultimately approve the business/process solutions

  o Motivate and inspire the Project Team and receivers of deliverables

Project Sponsors

Resource	Title
Johnny Chambers	TIS Director
Malisa Files	Finance Director
Maxine Whattam	COO
Dave Juarez	Public Works Director

5.2.3 Project Management

The Project Management Team is responsible for the project Governance and for delivering on time and on budget. HSO and the City will both assign a Project Manager. The Project Managers will perform:

» Change request management (Appendix A): The Project Management Team will record, log and monitor any change request. On a regular basis, the Project Management team will review and approve those. If these may impact scope, budget and timeline of the implementation those will be reported to and will need to be approved by the Steering Committee as an amendment to the contract

» Risks and issues management (Appendix B): the Project Management Team will maintain and report in a standard format in each meeting of the Steering Committee a log for project risks and issues and control and manage the risk and issue escalations

» Quality assurance (Appendix C): The Project Management Team from HSO and the City will manage execution of project quality assurance. Execution activities are needed to ensure that the critical project success factors of this project will be achieved. Furthermore, this QA plan will guard for proper testing and acceptance procedures of deliverables being in place and followed

» Communications Plan: the Project Management Team will draft the communication plan. This plan is essential to ensure that all stakeholders in the City are informed properly and will adopt the solution being prepared and implemented by the Key User team

» The change from an hourly engagement to a Fixed Payment Schedule engagement is structured to allow better financial management for City, and provide HSO additional flexibility in staffing the team to meet expectations

5.3 Core Project Team

The Core Project Team's responsibility is carrying out all project tasks described in the Scope of Work including planning, business process analysis, configuration, documentation, testing, training, and all other required tasks. The Core Project Team will be responsible for and enabled to implement the new system in the best interests consistent with the project goals, project vision, and direction from the Project Manager and Steering Committee. HSO will train members of the Core Project Team pursuant to requirements of this Agreement. Core Project Team Leads are identified below.

Core Project Team

Resource	Function
Tim Smith	Sr. ERP Business Systems Analyst
Jay Freeland	Sr. Finance Business Systems Analyst
TBD	Programmer Analyst
Julie Elsom	Finance Business Owner
Ryan Edwardsen	Finance Business Owner
Michael Maddock	Security Analyst
Tom Coglianese	Infrastructure Engineer
Tim Rands	HSO SME/Solution Architect
Kevin Goode	HSO Project Manager
Andrew Bernstein	HSO Consultant/Functional lead
Joan Oruwari	HSO Consultant/Functional lead
Harmeet Kaur Walia	HSO Consultant/Functional lead
Mallesh Deshapaga	HSO Consultant (remote)
Vikash Goyal	Application Architect
Global Delivery Center	Development, Interfaces

5.4 Process Owners/Leads and Key Users

Process Owners/Leads are the line managers responsible for the overall business process. Key Users are the active project members that will execute most of the tasks and become functional system experts making the selection of these people very important.

The assigned Process Owners & Key Users will have detailed subject matter expertise and be empowered to make appropriate business process and configuration decisions in their respective areas.

The requirements are:

» Knowledge of (and insiders in) the City Vision, Strategy, Operations and Business Priorities

» Functionally, preferably the most respected person per functional area

» Available to the project as defined in Resource Allocation Matrix in Section 7

» Empowered to design new processes and working procedures in the system

» Ability and power to execute organizational changes

» Ability to define business scenarios, functions and features needed

» Ability to simulate these scenarios in D365

» Ability to set up and execute test scripts

» Define and co-operate in creating end user documentation and train and support end users

5.5 Customer Competence Center

The Customer Competence Center (CCC) plays an important role in the (technical) application management area. Executing the data conversion, developing workflows, creating reports, maintaining authorizations, and making layout changes is the CCC's responsibility during and after the implementation. This team will consist of members from the IT department with support from HSO where needed and upon request. Expected is 2-3 FTE to be available for activities like data conversion, documents, reports, workflows, authorizations, personalization, management information and systems management.

6 Business Releases

6.1 Application Scope for Business Release 1

Module	Description

Finance	General Ledger, including ALE interfaces such as Payroll, EnerGov
	Budget Control
	Accounts Receivable
	Accounts Payable, incl. ProCard
	Procurement
	   • Requisition
	   • Purchase Order
	   • Purchase Agreements
	Vendor management
	Customer management
	Receiving
	Treasury
	Cash & Bank, incl. Bank reconciliation
	Project management & accounting

PowerBI Configuration and training	Configuration/Training/publishing

6.2 Application Scope for Business Release 2

Module	Description
Finance	Fixed Assets Budget planning Expense management *

SCM (Supply Chain Management)	Procurement
	   • Request for Quote (RFQ)
	   • Vendor collaboration

Note that detailed requirements for each of the workstreams are listed in the attachment in Appendix E – Functional Scope.

6.3 Extension Scope

6.3.1 Gap Count & Listing

Gap count identified during the Diagnostic Phase is as follows:

Area	Functional Gaps by Type		
	Large	Medium	Small
04.Purchasing	0	1	3
09.01 GL	0	1	0
09.02 Budgeting	4	5	0
09.04 Cash and Bank	0	0	0
09.05 AR	0	0	3
09.06 AP	0	3	0
09.11 Project Accounting	1	0	0
09.14 Travel and Exp	0	2	0
Total	5	12	6

A complete listing of Functional Gaps, and preliminary design approach can be found in this attached document. However, per guidance from City during the Prototyping project, the City is not including any extensions work in this Scope of Work with the exception of supporting the import of the ProCard file to the out-of-the box Vendor invoice with Procard functionality. Should additional extensions be need later these will be managed through the Change Request process.

Gap Approaches
Mar2020.pdf

6.3.2 Fit Workaround Listing

Fit Workarounds identified during the Diagnostic Phase are as follows:

Area	Fit Workaround
04.Purchasing	8
09.01 GL	1
09.02 Budgeting	3
09.05 AR	3
09.06 AP	2
09.09 FA	5
09.11 Project Accounting	7
09.14 Travel and Exp	4
Total	33

A complete listing of Fit Workaround items, and preliminary design approach can be found in this attached document.

Fit Workaround
Approaches Mar202

6.4 Interface Scope

6.4.1 Outbound Interfaces – D365 > external systems

With the exception of The Tyler Cashiering interfaces, HSO is responsible for defining and developing interface files within D365 for the following external systems. Delivery timeframes are dependent on whether the interface is required in BR1 or BR2:

Product	Functional Area	To	Description	Business Release	Responsible Party
D365	General Ledger	Tyler Cashiering	Real-time update of financial dimensions used to enter Cash receipts. This is expected to be part of the Tyler Cashiering D365 Connector but does impact the HSO D365 project.	BR1	Tyler Technologies
D365	Project management & accounting	Tyler Cashiering	Real-time update of project IDs used for entry of Cash receipts. This is expected to be part of the Tyler Cashiering D365 Connector but does impact the HSO D365 project.	BR1	Tyler Technologies
D365	Accounts Receivable	Tyler Cashiering	Real-time lookup for AR Customers and Free Text Invoice balances used for entry of Cash receipts. This is expected to be part of the Tyler Cashiering D365 Connector but does impact the HSO D365 project.	BR1	Tyler Technologies
D365	GL/ Project M&A	Kronos	Extract from D365 of GL Account Numbers and Project Numbers for use in Kronos during time entry	BR2	HSO/City
D365	Cash & Bank	Key Bank – Claims Account	ACH File	BR1	HSO
D365	Cash & Bank	Key Bank – General Account	ACH File	BR1	HSO
D365	Cash & Bank	Key Bank – General Account	Wire File	BR1	HSO

6.4.2 Inbound Interfaces – External systems > D365

City is responsible for working with 3rd Party Vendors to provide files that meet D365 standards for interfaces listed below

Product	Functional Area	To	Description	Business Release	Responsible Party
Eden	Payroll	D365 General Ledger & Project	Pay period recording of payroll expenses, for GL and Project	BR1	Tyler Technologies

City of Redmond D365FO Project - Scope of Work BR1 & BR2

Product	Functional Area	To	Description	Business Release	Responsible Party
Kronos	Payroll	D365 General Ledger & Project	Pay period recording of payroll expenses, for GL and Project	BR2	Kronos
Kronos	Payroll/ Positions	D365 Budgeting	Positions and related Position information for Budget planning	BR2	Kronos
Tyler Cashiering	General Ledger	D365	Real-time lookup for Batch # for use in creation of Advanced Ledger Entries. This is expected to be part of the Tyler Cashiering D365 Connector but does impact the HSO D365 project.	BR1	Tyler Technologies
Tyler Cashiering	Cash Receipting	D365 General Ledger	Daily GL updates from cash receipts	BR1	Tyler Technologies
Tyler Cashiering	Cash Receipting	D356 Accounts Receivable	Customer balance updates from cash receipts	BR1	Tyler Technologies
ActiveNet	Parks & Rec	D365 General Ledger	Daily receipts to general ledger	BR2	Joint
Energov	Inspections/ Permits	D365 General Ledger	Daily receipts to general ledger	BR1	Joint
External vendors	Vendor invoicing	D365 Accounts Payable	Accept electronic invoices from external vendors	BR2	HSO
Key Bank – Claims and General Accounts	Banking – Advanced Reconciliation	D365 Cash & Bank	Bank reconciliation – Advanced reconciliation file	BR1	HSO

As per guidance from Prototyping phase, City expects to migrate to Tyler Cashiering D365 Connector from Tyler Cashiering AX2012 integration in BR1. We anticipate that MPOS implementation will occur in BR2 as the Tyler Cashiering D365 Connector will only be supported through October 2021. Note that all interfaces between Tyler Cashiering and D365 are responsibility of Tyler Technologies. All interfaces between Tyler Cashiering and external, 3rd party systems (such as Springbrook Utility Billing) are responsibility of Tyler Technologies.

The Kronos Payroll/Timekeeping implementation is currently scheduled for two phases. Phase 1, for Time keeping is scheduled for February 2021 Cutover; Phase 2, for Payroll, scheduled for December 2021. For Phase 2, an interface will be required to import Payroll related expenses, with appropriate Project information, to General ledger. Currently from Eden Payroll, this is through an ALE. Likewise, by end of BR2, a Position interface with Kronos will be needed to update Position information for D365 Budget planning.

Security measures for system interface data:
There are two typical scenarios for interfaces/integrations. Most of the interfaces listed, using a file import/export scenario, would utilize Asynchronous interface using Azure Blob Storage or SharePoint. The import/export process runs inside D365 as a batch process and allows secure access to Azure Storage using the provided credentials. The security of storage medium is on the storage entity itself. Azure Blog Storage comes with its own security.

If a real-time, Synchronous interface is needed, then Odata or Service-based interface can be used. Usually these interfaces happen between two systems using services. For example, an e-commerce website looking for real-time inventory info from D365. In this case, D365 services can be exposed as Odata services to be consumed by other applications.

Two level security is provided.
1) D365 Odata service goes through Azure App Registration process to generate the secret key or certificate. This secret key is then used by any 3rd party application to call D365 service.

2) Along with the above security key, the 3rd party application must provide an AAD User Id and Password to allow D365 to authorize the calling entity. This provides the 3rd party application required access to D365 data.

6.5 Project Timelines and Key Milestones

Based on known constraints, HSO proposes two Business Releases. Business Release 1 focuses on the modules and functionality currently in use at the City with AX 2012. Business Release 2 focuses on add on functionality that City desires to leverage but is not currently in use. The term business release, or BR, is used to represent the separate implementation tracks.

Considering City's scope, the implementation timeline will be 18 months for BR1 & BR2. The Prototyping project, including Validate and Design phases for BR1 kicked off on May 18th, 2020 and is scheduled to complete at end of September 2020. Therefore, BR1 Go-live would be planned for late Spring 2021.

BR2 would span calendar year 2021, although final scheduling of overlapping activities will need to consider City resource availability in first half 2021.
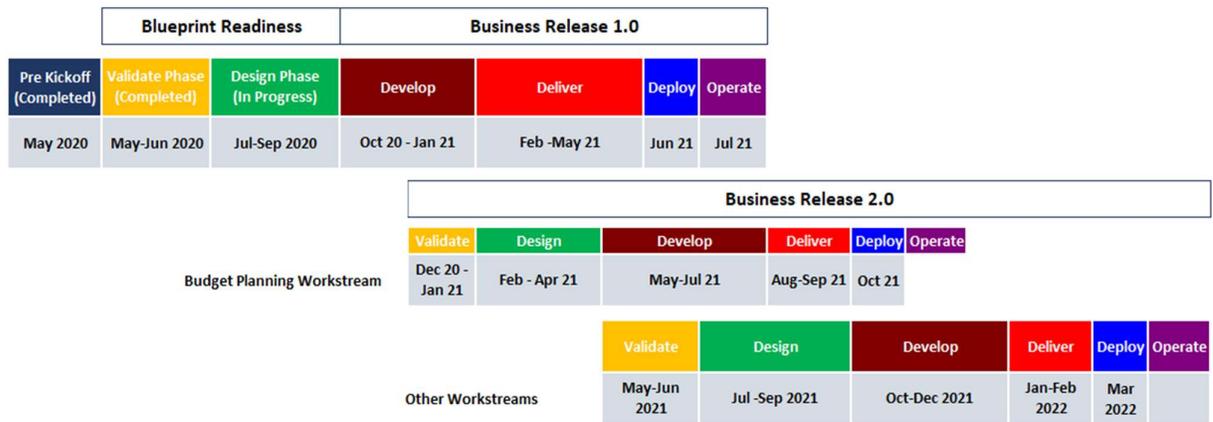
Figure 3 - Project Time

Project Timelines for BR1

The Validate and Design phases for BR1 were included in a deployment prototype project. That work will be leveraged for the completion of the BR1 effort.

Phase	Key Activities		Date
Validate Phase	Environments readiness CRP1 completed	Blueprint readiness	May – June 2020
Design Phase	CRP2 completed Test scripts documented	FDD initial	Jul – Sep 2020
Develop Phase	Functional design document approved and accepted CRP3 completed	Solution Readiness	Oct 2020 – Jan 2021
Deliver Phase	Full Data conversion Authorizations Acceptance test Work instructions	Solution Acceptance and Go/No Go	Feb 2021 – May 2021
Deploy Phase	Training Cut over planning	Pilot Go Live	Jun 2021
Operate Phase	Resolve issues Transition to Managed Services	Go Live	Jun – Jul 2021

Table 7 - Milestones

6.6   In-Scope

The following D365 functional areas are in-scope for the implementation
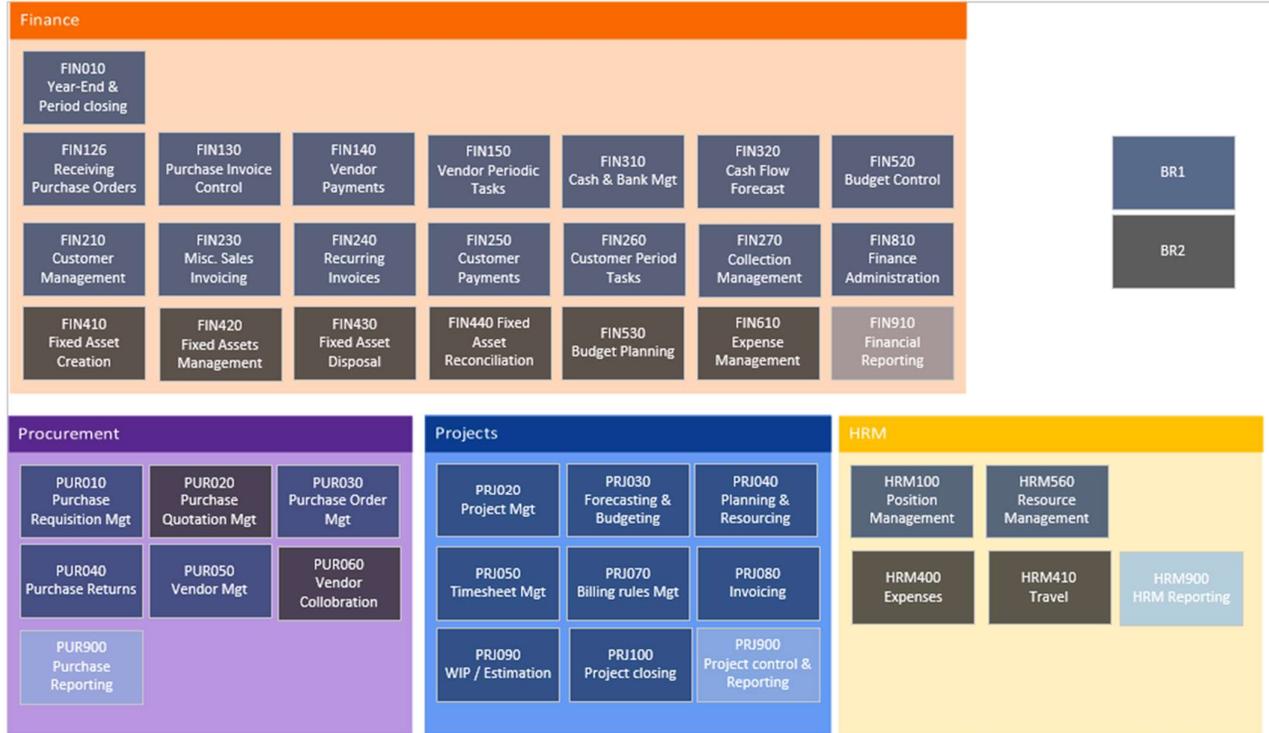
6.7   Out-Of-Scope

Items listed below are out-of-scope for the project.

Out of Scope
Project scope assumes only use of out-of-the box D365 functionality. Currently no extensions or customizations are planned for Gaps identified in BRD and during Prototyping project. Exceptions are interfaces as documented in Section 6.4
All AX2012 Tyler Insight Extensions (extensions made by Tyler Technologies to Dynamics AX2012 that will not be carried forward by Microsoft to D365
All interfaces between Tyler Cashiering and D365 using the D365 Connector are responsibility of Tyler Technologies, not HSO.
Historical Data migration (see Section 7.8 of this document)
DOOAP – External vendor invoice imports and impact on Vendor Collaboration AP Vendor Invoice entry
Any external interfaces or logic changes that are required outside of D365 Production system with exception of ProCard interface/extension

7 Consulting Services

The section "Project Methodology" describes in specific terms the project approach between City and HSO with deliverables and the division of responsibilities between the two parties. The section "Roles and Responsibilities" describes the different roles and responsibilities in the Project Team.

This section describes the specific Consulting to be delivered by HSO. Should this section in any way conflict with the Consulting Services Agreement (CSA), the Consulting Services Agreement will prevail. Services by HSO not mentioned in this Consulting Services will be handled through the Scope Change Procedure (Appendix A).

Typically, consulting services are delivered approximately 50% on-site. However, with recent COVID-19 virus related disruptions, it is likely much travel and on-site activities will be replaced with remote working sessions. Both parties agree that this may be necessary, and that they will make good-faith efforts to maintain project pace and deliverables as defined in the Project Plan. Remote work will not be unreasonably used to withhold work effort, deliverables and signoffs.

Key Assumptions are critical to the timely delivery of services and to the forecast; therefore, changes to these assumptions will be handled through the Change Request Procedure (Appendix A).

In the services descriptions below "R" will mean Responsible, "E" means Execution and "S" means Support.

- Responsible – makes sure that the tasks planned, staffed and executed, including quality assurance and follow up is needed
- Execution – actually performs the tasks
- Support – provides assistance to those that are executing the tasks. Support can include knowledge transfer, troubleshooting, issue resolution, advice or help executing tasks.

City of Redmond agrees to commit resources to the project as outlined in the table below. City and HSO Project Managers will work together to schedule detailed tasks associated with this resource allocation matrix 4-6 weeks in advance of the start date of any individual task. Both City and HSO will be flexible in the scheduling of resources to the extent that it does not cause a delay in the overall project schedule. In the event that an unavailability of City resources directly impacts the project schedule and increases the HSO consulting hours, a change order to the contract may be necessary.

Resource Allocation Matrix: Required Time Commitment for City Work Stream Leads

Workstream	Develop				Deliver					Deploy	Operate
BR1	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	
	20% - 30%				40% - 60%				30% - 40%		

			Validate		Design			Develop			Deliver		Deploy	Operate
BR2 *			20-Dec	21-Jan	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	
Budget Planning			10% - 20%					5% - 10%		40%				

								Validate		Design			Develop			Deliver		Deploy	Operate
								May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	21-Dec	22-Jan	22-Feb	22-Mar
Other Workstreams								5% - 20%					5% - 10%			40%		

Notes:

- Anticipate that Workstream Leads will bring in additional SME resources as needed during specific activities
- It is expected that the Senior ERP Business Systems Analyst and the Senior Finance Business Systems Analyst will each be dedicated 100% to this project
- The workstreams in BR2 have no inter-dependency and could have different timelines based on team member availability
- Time commitments is anticipated lower during Holiday months

Both parties agree that they will work together to manage the project according to the baseline Project Plan. Any modifications to the baseline Plan should be agreed to by both parties, as long as these modifications don't impact the overall timeline. These modifications could include additional requests for information, unscheduled tasks, mutually agreed to deadlines. For any plan modifications that impact the overall time there will need to be a Change Request.

Phase/Category	HSO Support Services Days	
	BR1	**BR2**
Analysis	28.5	incl.
Design	61.0	incl.
Develop	120.0	92.5
Deliver	84.0	52.0
Deploy	35.0	29.0
Operate	33.0	10.0
Total	**361.5**	**183.5**

The following services will be delivered by HSO as part of this Plan of Approach.

7.1   Project Management

<u>HSO Services (R, E)</u>

» The Deliverables which are HSO's responsibility will be planned, detailed and managed by HSO for HSO Services where HSO is Responsible for Execution

» HSO will provide project updates to City, with project status, risks and upcoming deliverables

» HSO and City are jointly responsible for overall management of the Project Plan

<u>Required City Cooperation/Support (S)</u>

» For almost all Services where HSO is Responsible for Execution, the Cooperation and/or Support of City is required for HSO to be successful

<u>Key Assumptions</u>

» City and HSO will work closely together to ensure a successful implementation

» Project management for all Business Releases is defined in the baseline Project Plan accordingly

» Project Management per sub-project or phase will be a joint effort by the City and HSO with HSO having the responsibility as lead

» Each of the two parties have prime responsibility for delivering their respective activities and work conforms to the agreed plans according to the split of responsibilities and role

» All project tasks will be assigned to the City and/or HSO with due dates which correspond to the overall project schedule. Project Tasks that are not completed by the due date may adversely affect the project schedule and go live dates.

7.2   Training

7.2.1   Functional Training

HSO Services (R, E)

»   HSO will deliver the basic functional training for Key Users on standard D365.

»   HSO will deliver functional training on extensions, interfaces, documents and custom reports delivered by HSO

»   HSO will deliver training to Key Users on PowerBI (how to use the tool, generate reports)

»   HSO will assist City Key Users in creation of task recorders for process documentation

  o   Once a task recording of a process has been created, City team will be responsible for cleaning it up and using in future testing and scenario execution. The recording is stored in DevOps and referenced for subsequent testing on procedural changes or software updates.

»   HSO will train Key Users on how processes and requirements described in BRDs, FDDs, IDDs and RDDs for that activity area will be supported by D365

Required City Cooperation/Support (S)

»   The availability of City resources for involvement in training and knowledge transfer sessions has been accounted for in the Resource Allocation Matrix shown in Section 7

»   City will provide dedicated Competency Center employees that follow the training and will start working with system management, reporting, authorization, workflows and personalization

Key Assumptions

»   HSO will perform training by allowing City resource to observe the performance of implementation services (i.e. shadow)

»   Training and mapping processes in D365 will be an iterative process between Key Users and HSO Consultants

»   After initial basic functional training the remaining training will be focused 'on the job' knowledge transfer

»   The scope of training and knowledge transfer activities is mainly, but not limited to, the BRDs, FDDs, IDDs and RDDs

»   Key Users are assets and investments, so shouldn't change unless there's a critical necessity and any changes in the team of Key Users that requires extensive repetition of previous activities may result in changes to both time and budget

7.2.2   End User Training

City Services (R, E)

»   City will set up training for end users

»   City will develop training materials for end user training

»   City will perform basic and operational training for end users

Required HSO Cooperation/Support (S)

»   HSO will assist City Key Users in creation of task recorders for end-user training

» HSO will assist City team in setting up end user training – defined as helping identify who/when/ /where/what for end-user training sessions

Key Assumptions

» City Key Users will provide the end user training to the remaining City users (train-the-trainer)

» Key Users will train and manage activities of other users and/or end users to ensure knowledge transfer to all end users

7.3 Consulting

7.3.1 Configuration & Mapping

HSO Services (R, E)

» HSO Consultants are responsible to work with the Key Users to configure system and map all processes to function in D365

» Configuration and process mapping is an iterative process between HSO Consultants and Key Users

» Based on mapping discussion, the HSO Consultants will configure the application and parameters

» Configuration is performed in the GOLD environment and moved to other environments either through full environment restore or use of templates and data packages to migrate configuration data entities using LCS

Required City Cooperation/Support (S)

» Key Users provide the City-specific knowledge for setting up all needed reference tables and fields

Key Assumptions

» Scope of configuration/mapping activities is limited to the BRD and FDDs only

» City will validate and approve configuration settings, including parameters, before the start of the Deploy phase by validating and testing all in-scope processes during CRP's and UAT

7.3.2 Solution Design

HSO Services (R, E)

» Generate Solution Design Document (SDD) based on BRD

» Discuss SDD with Key Users and process feedback

» Draft, maintain and monitor the SDD as approved and accepted by City process owners

» Set up a prototype environment based on SDD

Required City Cooperation/Support (S)

» Key Users must be available according the Project Plan to review, discuss and approve SDD, FDDs, IDDs, RDDs

Key Assumptions

» Key Users, working with HSO Consultants, will approve or amend the Solution Design as necessary

» FDDs, IDDs and RDDs will serve as documentation for software extensions

» Before development, each FDD/IDD/RDD will require a signed approval by the Steering Committee or designee

7.3.3   Parameters and Configurations

HSO Services (R, E)

» HSO will define and map parameters and basic configurations

» HSO is responsible for entering and maintaining the parameters and configurations but will transition responsibility to the City once configurations are approximately 80% complete

City Team Services (S)

» City will support the entry and maintenance of parameter and configuration settings by providing appropriate information to HSO Consultants

Key Assumptions

» HSO will train City on all system parameters and configurations. At the point that configurations are approximately 80% complete (typically after Conference Room Pilot 3, at end of Develop Phase), City Process Owners, with HSO assistance, will assume responsibility for continuous optimization of data in the GOLD environment as the proceed through the multiple cycles of Conference Room Pilots.

» City resources are responsible for continuous optimization of this data by providing updated information to HSO Consultants based on results from test case and scenario execution

» Configurations and parameter settings must be completed before the UAT (Deliver phase)

» HSO and City will enter and maintain master data and parameters in GOLD environment which will be the basis for data conversions

7.3.4   Functional and Cross-Functional Testing

City Services (R, E)

» Key Users will specify and document test cases for all processes

» Key Users will be responsible for developing accurate and complete (cross) functional test scripts

» Key Users will be responsible for developing (cross) functional test scenarios and/or interface testing

» Manage and monitor comprehensive planning for the test case definition and delivery

» Provide written feedback to HSO Project Management within 10 (ten) days on test results

Required HSO Cooperation/Support (S)

» HSO will support City with recommended test cases as needed for execution of CRPs

» HSO will validate that the test scripts and test scenarios to be within project scope

» HSO will provide support where test cases are not executing successfully

Key Assumptions

» The test cases are within the functional scope as described in BRD, FDDs, IDDs and RDDs and approved by HSO

» HSO will lead execution of functional and cross-functional test cases during the Design Phase with City support

» City is responsible for execution of test cases from Develop Phase onwards through User Acceptance

» City will assure that test cases are representative, suitable and complete for acceptance

» In case test cases are not successful, typically only the part which was not successful will be re-tested once the fix has been implemented; however, within reasonable expectations, HSO Developers and Consulting team will be responsible for ensuring the entire process works as anticipated before returning to City for testing. Typically, it is expected that Development team will provide feedback to testers on what elements of an extension has been 'fixed'.

» HSO will not be requested to work on non-specified or non-approved test cases or scenarios

» City is responsible to deliver and support testing of their deliverables

» City will perform regression testing of all relevant scenarios when extensions are delivered, releases updated, or data loads are completed

7.3.5 Acceptance Testing

City Services (R, E)

» During the Deliver phase, test and accept all (cross functional) scenarios and processes, including authorizations, workflows and integral (converted) data quality against the test cases for integration testing

» Acceptance of the test cases also means acceptance of system configuration, parameter settings, authorizations, documents, reports and work instructions

» Integrated check of data quality, processes, system configuration and performance

» For any functional issues identified with out-of-the box D365 functionality City is responsible for follow-up with Microsoft

HSO Services (R, E)

» During the Deliver phase, HSO is responsible for solving final functional, extensions, interface and reporting issues from a technical perspective

Required HSO Cooperation/Support (S)

» HSO will provide support where test cases are not executing successfully

» HSO will help solve application and/or data related issues within the functional scope

Key Assumptions

» City provides adequate test capacity to ensure that testing can be performed in the scheduled weeks

» The last test run will only contain non-conformances of the previous test runs

» City is responsible for delivering and supporting the testing of its deliverables

» HSO will provide adequate notice (2 weeks) for City to schedule a test team

» Consulting services associated with the setup or use of RSAT will require a Change request

7.3.6 Work Instructions/Documentation

City Services (R, E)

» Key Users will use the standard D365 Task Recording tool to create the work instructions to be used for end-user training

» Draft, maintain and monitor a plan for all work instructions to be written

Required HSO Cooperation/Support (S)

» HSO will assist in education of the use of Task Recordings, to increase the efficiency of Work Instruction documentation

» Development of work instructions should reflect the actual processes to be used and therefore should only require limited support by HSO

Key Assumptions

» Work instructions will be finished at the beginning of the Deploy phase

7.3.7   Cutover & Go Live

City Services (R, E)

» City IT personnel support resources and Key Users will execute the cutover plan for tasks assigned to City

» Key Users (previously trained by HSO) will train the end users and provide first line support

Required HSO Cooperation/Support (S)

» HSO will provide, develop and manage the cutover plan with City

» HSO will check the parameters and technical setup in the production environment

» HSO will support the Key Users with critical issues

» HSO will solve (live) critical issues as soon as possible

» HSO will provide on-site support for the first year-end closing procedure

Key Assumptions

» Work instructions will be finished before starting the Deploy phase

» HSO will manage the issue list during the stabilization period of the Operation phase and will provide knowledge transfer to facilitate Managed Services taking over support following stabilization. Stabilization is defined as the two-week period after go-live cutover during which on-site support is provided.

»

7.4 Extensions

HSO Services (R, E)

» Developing extension according to FDD

» Unit testing of extensions

» Update FDD specifications with technical details (TDD)

» Delivery of the software extensions in the designated environments

» Testing of extensions by HSO Consultants

» Rework based on test results

» Training and transfer of extensions

HSO Cooperation / Support (S)

» Support testing and acceptance of extensions by City

City Services (R, E)

» Perform testing on extensions

» Accept (or reject) extensions based on FDD and/or TDD

» Perform Regression Testing as appropriate for any extension

Required City Cooperation / Support (S)

» Providing input on requirements for FDD

» Approve FDD document (and budget, if appropriate)

Key Assumptions

» Field labels in D365 will be delivered in English

7.5 Interfaces

HSO Services (R, E)

» Developing D365 side of interface according to IDD for which HSO is responsible

» Draft, maintain and monitor a plan for interfaces to be developed by HSO developers

» Unit testing on D365 developed by HSO according to specification

» Delivery of the interfaces in the designated environments

» Testing of interfaces by HSO Consultants

» Rework based on test results

» Training and transfer of interfaces

HSO Services (S)

» HSO will support the testing and acceptance performed by City on the non-D365 side of interfaces but changes discovered are not in scope or forecast for this Scope of Work. This will include working with 3rd party suppliers as needed.

City Services (R, E)

» Setup and execute interface testing

» Accept (or reject) interfaces based on IDD

» Accept interfaces based on IDD

» Perform Regression Testing as appropriate for any interface

Required City Cooperation/Support (S)

» Providing input on requirements for IDD

» Approve IDD document

» Setup configuration of external applications

Key Assumptions

» The delivery of interfaces will be finished before interface testing as needed per Business Release

» Interfaces will go through the IDD specification and IDD develop process

» Only the interfaces identified in the Design phase listed in Interface Scope are in scope under this Scope of Work.

7.6 System Reporting

7.6.1 Documents

The term documents refers to external facing documents such as Invoices, Statements, Purchase Orders etc. where standard D365 documents cannot be used without modifications due to either appearance, content or both.

HSO Services (R, E)

» Developing documents according to RDD

» Unit testing of documents

» Delivery of the documents in the designated environments

» Testing of documents by HSO Consultants

» Rework based on test results

» Training and transfer of documents

HSO Cooperation / Support (S)

» Support testing and acceptance of documents by City

City Services (R,E)

» Specify and design all system documents

» Manage the delivery, testing and acceptance process with the Key Users

» Accept (or reject) documents based on RDD

» Perform Regression Testing as appropriate for any documents/extensions

Required City Cooperation / Support (S)

» Providing input on requirements for RDD

» Approve RDD document (and budget, if appropriate)

Key Assumptions

» The delivery of documents will be finished before Deliver phase

» Documents will go through the RDD specification and RDD develop process

The following documents are considered in Project Scope:

Document List Defined

Documents	Document Description
Purchase Order	One Purchase Order
Change Order	One Purchase Change Order
Accounts Payable	Two Accounts Payable Checks: * Key Bank – Claims Account (AP) * Key Bank - Travel Advance (AP; different checking account #; one signature)
Accounts Receivable	One (1) Accounts Receivable Customer Invoice 1-2 Accounts Receivable Statement/Collection Notices (if 2nd version needed for second collection request)
MPOS Point of Sale	One custom Receipt

7.6.2 Custom Reports

Defined here, custom reports consist of any reports needed for the operation of the business that are either not available in D365 or the standard D365 reports or tools are not sufficient. Only Critical Business Reports should be included in the initial go live for BR1 and BR2.

HSO Services (R, E)

» Develop custom reports according to RDD

» Unit testing of custom reports

» Delivery of the custom reports in the designated environments

» Testing of custom reports by HSO Consultants

» Rework based on test results

» Training and transfer of custom reports

HSO Cooperation / Support (S)

» Support testing and acceptance of custom reports by City

» Advise on the appropriate reporting tools for each custom report and the criteria for classifying custom reports

»   Support the City IT team in using Power BI – both BI embedded and Power BI Desktop

»   Support for setting up the first couple of most critical custom reports in Power BI

»   Support questions about data and processes as they are needed for custom reports

City Services (R, E)

»   Specify and design all custom reports

»   Manage the delivery, testing and acceptance process with the Key Users

»   Accept (or reject) custom reports based on RDD

»   Perform Regression Testing as appropriate for any reports/extensions

Required City Cooperation / Support (S)

»   Providing input on requirements for RDD

»   Approve RDD document (and budget, if appropriate)

Key Assumptions

»   Custom reports will go through the RDD specification and RDD develop process

»   Power BI will be used as a reporting tool for D365

»   Specified support HSO days

»   available as specified in forecast sheet

»   Budget Forecast has allocated funds for HSO to develop up to 10 custom reports; additional custom reports are planned to be delivered by City resources.

»   If City does not have enough capacity to design and test operational reports in excess of those defined in HSO funding support, City will arrange for outside resources (either HSO or others) to complete the tasks. This would be outside of this SOW and is not included in the forecast.

The following is a more detailed list of activities and responsibilities including forecast:

Activity	Responsible	Support	Description
Train City on Power BI	HSO	None	
Design initial custom reports (10)	HSO	City	
Design remaining custom reports	City	HSO	Answer questions, solve issues
Validate custom reports	City		
Accept custom reports	City		

7.6.3   Business Intelligence

It is City's ambition to develop global data warehouse and BI capability across their ERP landscape, which might not be in place by the Business Release 1. D365 offers Power BI capability out of the box which is provided with the D365 licenses and which will be enabled, but any modifications or enhancements are out of scope.

HSO Services (R, E)

»   Configuration of Power BI /Power BI desktop

»   Training Power BI to include Desktop, embedded Power BI and publishing to Power BI

»   2 Days of Power BI training to include accessing data, generation of several simple reports

City Services (R, E)

»   Test and verify the functionality currently being leveraged is working properly with D365 data

»   Identifying users who will need to access Power BI desktop and create reports

»   Aid with the setup of the Power BI user desktops

Required HSO Cooperation/Support (S)

»   Enabled standard Power BI within D365 and provide basic Power BI training

»   Support City Key Users in the use of Power BI

Key Assumptions

»   Dedicated, quality City resources with enough capacity will be available, and access to desktops for these users

7.7 Data Conversion

Data conversion for this project will include migration of master tables, balances and open transaction documents from AX 2012 to D365. Any static (master data) that needs to be loaded into Dynamics365 will be entered manually or imported utilizing the Data Management Framework (DMF) Tool. City Competency Center personnel will extract data from current systems, cleanse the extracted data and transform it to the format required to import or enter manually into D365. City personnel will further be responsible for reconciling the data imported into D365. City will be solely responsible for the integrity of data converted to D365. It is highly recommended that City perform data cleansing activities prior to converting legacy data into D365.

During the Prototyping project some data conversion efforts have been initiated. In process, and expected to be completed by CRP2, are:

» a subset (approx. 20%) of Vendors with their related Address and Contact records.

» General Ledger balances as of 12/31/2019 and YTD through 6/30/20.

» Original 2020 budget and Budget adjustments through 6/30/20.

» Procurement & Project categories derived from a sub-set of NIGP codes

It was determined there are not enough AR Customers to warrant data migration effort, so these records are to be manually entered for CRP2 and the full implementation project.

During the Prototyping phase the HSO Consulting team initiated a data conversion strategy analysis. During this process, current data systems were reviewed and consultants determined with Client staff a plan for data conversion. Data conversion plan includes:
- Scope of data conversion
- Level of detail converted
- Historical data converted
- Identification of current data sources
- Strategy and timing for data conversion

HSO provided detailed Conversion schemas as a guide to the types of data to be converted, the specific fields available in D365. The scope of the data migration entities considered in the plan .

Conversion Tables/Entities	Description
General Ledger Balances	Prior Year Ending Balances for previous year Current Year-to-Date balances
Chart of Accounts	Main accounts and Financial Dimensions
Budget Balances	Prior Year Budget, including Original Budget and Budget Transfers/Adjustments Current Year Budget and Budget Transfers/Adjustments
Vendors (Accounts Payable)	Current active Vendors, Vendor Addresses, Vendor Contacts and Vendor Bank Accounts
Vendor 1099 Balances	Assuming go-live is not at start of Calendar year, expectation is that YTD 1099 Balances will be migrated.
Fixed Assets	Fixed Assets, including Acquisition and Depreciation valuations
Procurement Categories	May come from UNSPCC or NIGP subscriptions
Customers (Accounts Receivable)	Current active Customers
Open Vendor Invoices	We recommend that City pay all open invoices before cut-over and manually enters any unpaid invoices at cutover.

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Conversion Tables/Entities	Description
Open Customer Invoices	Open Customer balances will be migrated
Open Purchase Orders	We recommend that open Purchase orders be manually entered at go-live. If volume exceeds quantity that can be reasonably entered manually (approx. 200) then data migration can be considered.
Open Purchase Agreements	We recommend that open Purchase agreements be manually entered at go-live. If volume exceeds quantity that can be reasonably entered manually (approx. 200) then data migration can be considered.
Open Purchase Requisitions	We recommend that open Purchase requisitions orders be manually entered at go-live. If volume exceeds quantity that can be reasonably entered manually (approx. 200) then data migration can be considered.
Projects	Open Projects

City Services (R, E)

» City will extract data from the legacy system and perform data cleansing

» City will execute the import process for periodic data conversions

» City will validate data after it is migrated into the D365 environment

HSO Services (R, E)

» HSO will setup and maintain a data conversion plan as part of the Project Plan

» HSO will provide training and guidance on the import process for periodic data conversions

» HSO will provide advice and direction on the data warehouse for historic transactions

» HSO recommendation is not to bring historical data into D365 but to leverage Azure Data Lake; HSO will provide guidance and assistance on BYOD training

Required HSO Cooperation/Support (S)

» HSO will support the initial basic data mapping to MS D365 tables/fields for the data entities

Key Assumptions

» Data conversion is applicable only for those systems/applications in scope

» Migration of historical transactional data is addressed in Section 7.8 below.

» GL balances for the previous 12 months are included

» If manual transformation of data is required, that will be done by City

» City must make final decisions on migration of historical data based on guidance provided by HSO

Activity	Responsible	Support	Description of support
Training on DM tool	HSO	None	
Data mapping and transformation at field level	City	HSO Consultant	For Data entities identified
Create extract file	City		
Clean up legacy data	City		

Create mappings (Multiple Iterations)	City	HSO	Answer questions, resolve issues
Initial data import (Multiple iterations)	City	HSO	Assist with initial data import of some entities; answer questions, resolve issues
Validate data	City	HSO	
Accept data	City		

7.8   Historical Data Migration (HDM)

Currently HSO and City are collaborating on a Pilot program for historical data migration (HDM). Once City decides to move forward with the HSO BI framework there a separate SOW will be created for this program. The Budget for HDM will be detailed in that SOW. The Pilot program is currently covered in Work Order #4. Pending the evaluation of the HSO BI reporting capabilities a new agreement will be executed to continue the full Historical data warehouse migration.

7.9   Authorization

City Services (R, E)

»   Responsible for process and data authorizations

Required HSO Cooperation/Support (S)

»   HSO will provide support to the City in setting up the authorization settings

Key Assumptions

»   Authorization settings will be finished before starting the final Acceptance tests

The following is a more detailed list of activities and responsibilities including forecast, that is part of the Fixed Price:

Activity	Responsible	Support	Description of support
Train City on D365 authorization and tool	HSO	None	
Create initial City role in D365 (Any 2 roles)	HSO	City	Learning process
Create City roles in D365	City	HSO	Answer questions, resolve issues
Assign users to roles	City	HSO	Answer questions, resolve issues
Test authorizations	City Key Users	HSO Functional	Resolve issues

Accept authorizations	City Process Owners	City Key Users	

7.10 Personalization

City Services (R, E)

» Responsible for personalizing the system, which includes changes to forms, labels and menus, setting up and maintenance of workspace and tiles

Required HSO Cooperation/Support (S)

» HSO will provide support to the City in setting up the personalization settings

Key Assumptions

» Personalization will be finished before starting the final acceptance tests

The following is a more detailed list of activities and responsibilities including forecast, that is part of the Fixed Price:

Activity	Responsible	Support	Description of support
Train City on D365 personalization	HSO	None	
Create initial personalization in D365	HSO	City	Learning process
Create personalization in D365	City	HSO	Answer questions, resolve issues
Test personalization	City Key Users	HSO Functional	Resolve issues
Accept personalization	City Process Owners	City Key Users	

7.11 Workflows

City Services (R, E)

» Responsible for designing and configuring workflows

Required HSO Cooperation/Support (S)

» HSO will provide support to the City in workflow configurations

  o HSO is prepared to advise and consult on workflow configurations as needed. It is expected that City teams will design workflows based on the business needs of each department, and for each document to be subject to workflow. City Competency Center team will configure, build and test workflows. If the City incurs challenges or problems with workflow configuration then HSO resources will be available to assist and troubleshoot.

o HSO assistance will likely be workstream-specific, such as assisting in definition of specific data points to be evaluated in a condition, or more generic, such as ensuring workflow notifications are functioning as desired. There are several different ways in which HSO support could manifest.

<u>Key Assumptions</u>

» Workflows will be completed before starting the Acceptance tests and will led by City with support from HSO

» Incomplete workflow configurations cannot be used as a reason to withhold acceptance of HSO deliverables

7.12 System Management

While City is ultimately responsible for system management, HSO will initially execute and complete system management tasks for D365, LCS and Azure hosting.

<u>Microsoft Services (R&E) based on D365 license agreement between City and Microsoft</u>

» Architectural and technical guidance through regular touch points

» Environment deployment through LCS-based service requests from City

» Running the production instances for cloud hosted D365 application and database

<u>City Services (R, E)</u>

» Managing the Lifecycle services (LCS) Implementation project including the setup of all the project users within LCS

» Creating and maintaining the initial D365 environments

» Creating and maintaining any VMs required for ISV's

» Ensuring the existing applications that will remain part of the solution with D365 are able to connect to D365 environments or access required folders for file transfer interfaces

» Scheduling of batch jobs, running of interfaces, imports and exports

» Managing the code and data deployments across D365 environments

<u>HSO Services (R, E)</u>

» Set up and deploy Sandbox, Development, Gold and DM environments

» Set up VSTS per developer

» Train City CC team on LCS

» Provide Application management services

» Update all D365 environments

» Release code from BUILD/TEST environments to UAT and other environments as needed

<u>Required HSO Cooperation/Support (S)</u>

» Manage Dev ALM (Application lifecycle management) for the non-production environments through LCS – applying updates and deployable packages

» Support the communication with the 3rd party providers, if any, in order to have them upload their solution on the City LCS Implementation project and support where necessary in installing them

» Work in collaboration with Microsoft to provide advice on Azure and D365 related infrastructure setup

Key Assumptions

» Based on Microsoft's release schedule for major updates to D365, it is anticipated that the latest release will be incorporated for Business Release 1.

8 Key Assumptions

A Scope of Work is based on certain key assumptions. Combined with functional and organizational scope and responsibilities, these key assumptions are inseparably connected with the necessary quality, delivery time and Fixed costs for a Business Release. If, during the project, material deviations from these key assumptions occur, then this needs to be addressed by the Scope Change Procedure (Appendix A).

8.1 General Assumptions

HSO highly recommends that City users utilize Microsoft Dynamics D365 provided DLP (Dynamics Learning Portal) courses https://mbspartner.microsoft.com/Landing and Tech Talks. Process Owners and Key Users will play an important role in the project to provide necessary expertise not found on the Core Project team and to support Core Project team activities. However, Process Owners and Key Users will have a primary responsibility to their "home" department.

Process Owners and Key Users and will be the City's primary interface to all other users of the system throughout the City (the End Users). City End Users will ultimately be the users of the system in all areas throughout the City. Process Owners and Key Users proactive adoption of the system is vital to City realizing success in this project. Process Owners and Key Users will be consulted throughout the process to provide feedback on business processes decisions, configuration decisions, training, documentation, and testing.

1. The project will be managed according to the HSO Excellerate™ project methodology as described in this document.

2. The detailed baseline Project Plan is presented with this Scope of Work, but the final version to be used to manage the project will be created in collaboration with the City & HSO Project Managers within reasonable time after the start of the project.

3. The City & HSO Project Managers have, in mutual consultation by letter, right to deviate from the Scope of Work in force. Deviations that affect budget or time schedule will always have to be confirmed by the Steering Committee.

4. The Scope of Work (proposal and corresponding budget) is based on the functional scope as described in this document, as well as the responsibilities, planning and key assumptions.

5. If the City does not accept that a specific Deliverable or Milestone is met, as defined by HSO in a delivered sign-off document, City shall notify HSO in writing within 5 business days of receipt of Deliverable and the reasons for non-acceptance.

   At each Milestone identified in the SOW, the City Project Manager and HSO Project Manager shall review project progress, project outcomes, deliverables, and current status. The following process will be followed for acceptance of Deliverables and Milestone identified in the SOW:

   a) HSO shall submit each Deliverable or Milestone to City for review. Upon completion of each Deliverable or Milestone HSO shall present an Acceptance form.

   b) HSO shall correct any deficiencies and resubmit the Deliverable or Milestone within five (5) business days. City shall then have ten (10) business days from receipt of the resubmitted Deliverable or Milestone to accept or again submit written notification of its reasons for rejecting the Deliverable or Milestone. If City does not sign off within ten (10) business days, the resubmitted Deliverable or Milestone will be deemed as accepted.

   c) The process set forth in the paragraphs above shall continue until all issues have been addressed and the Deliverable or Milestone is accepted by the City.

Requirements/Notes

- All review and acceptance periods will be identified on the Project Plan

- The City project manager will have decision authority to approve/reject all project Milestones and Deliverables

- Acceptance will be initiated and managed by the City Project Manager and HSO Project Manager.

6. The FDDs describe all changes to standard D365 functionality, processes, maintenance, screens etc. (as far as these cannot be realised by personalization). Changes that are not described cannot be expected to be in place later unless they are part of out of the box functionality.

7. When functional scope changes lead to software adjustments, this will be a risk for timely delivery of the project, so City and HSO should prevent software adjustments after approval of the BRD's and FDDs.

8.2   Project Organization Assumptions

1. The Project Sponsors and Steering Committee of City, by oral and written communication, make clear that there is an absolute commitment to this project. Senior management demonstrates the value of this project, in case of resource conflicts, to give highest priority to this project.

2. The Core Project Team must have decision-making authority to quickly make critical decisions. For this reason, the Steering Committee delegates to the Core Project Team all authority to make decisions for the project. It is agreed that project (run time) critical decisions will be taken within 2 working days.

3. Both parties agree to keep the team member resources supporting this project as static as possible and that a change in resources assigned could cause a delay to the project schedule and has the potential to increase the project budget.

4. The team of Process Owners and Key Users consists of employees with a broad knowledge and experience with the division, people, technology and processes within the customer's organization.

5. City is responsible for all internal communication concerning the project.

6. City is responsible for carrying out organizational changes that are necessary to implement this project within the scope and preconditions as described. The changes can, for instance, concern people, processes, organization, agreements, data, etc.

7. City will provide adequate training and environment for the sessions required in the project plan and schedule for all users that are attending.

8. City will provide necessary equipment for Key Users and End Users for training, consulting and support sessions. To include proper room, environment, laptops or desktop equipment, overhead projection and white board and Wi-Fi or hard line connections as necessary to City's network.

9. City will provide blackout dates for the project schedule during or before the planning phase for Core Project Team, Process Owners, Key Users and others that may need to be in attendance during scheduled sessions. These blackout dates will not prohibit the availability of City resources agreed to in the Resource Allocation Matrix.

8.3   Project Scope Assumptions

1. City chooses to implement standard D365 software. As far as the functionality of this standard is concerned, conditions apply as described in the software license agreement between the City of Redmond and Microsoft.

2. The purpose of this Scope of Work is to support the City processes as effectively as possible by making maximum use of standard functionality in D365. If this is not possible for certain functions or processes, changes in process or organization will be pursued. Software extensions will only be considered when changes in process and/or organizations appear not to be possible.

3. All documentation and process descriptions made during the project will be in English language.

4. The documentation of software extensions by HSO will consist of the Functional Design Documents.

5. Organizational changes are not part of this project. If organizational changes appear to be necessary, management will take the responsibility for these changes and ensure that these changes have no negative impact on the project and its run time.

6. Extensions delivered for testing or acceptance will be reviewed by the City within 5 working days. The review must be based on test results. If within this period no feedback is provided, the extension will be considered accepted.

7. The Project Plan can adjust for minor changes in scope without delaying project activities. City and HSO understand that because of task dependencies an extension of the scope will quickly lead to changes in lead time and thus can lead to extra costs.

8. Except for extensions agreed to in this Scope of Work, additional extensions must be approved by the Steering Committee. Should additional extensions be required, they will be considered extensions of scope (if exceeding the provisioned budget).

9. The Project Schedule can accommodate some extensions of scope without creating a delay in the fixed scope tasks. The City and HSO understand that due to task dependencies, extensions of scope may lead to extensions of schedule.

8.4   Technology Assumptions

City will be responsible for managing the D365 environments that may be needed for the Project. Hardware cost is not part of this estimate and is out of scope for this SOW. City IT will limit non-project driven changes to systems that will interface with D365 (Legacy, web sites, etc.) during Design through Deliver Phases. City IT will notify the HSO Project Manager of any potential changes well in advance of implementation. Any implemented changes that affect HSO's work will prompt a Change Request. City IT will be responsible for proving the test environment of their legacy systems to do End-to-End interface testing.

9   Software and additional Components

9.1   Microsoft Dynamics 365 for Operations

Microsoft Dynamics D365 will be the software used for all the Business Releases. City will buy enough licenses via the Enterprise Agreement already in place with Microsoft.

9.2   D365 Components

As part of the functional scope generic D365 components and/or Add-ons have been identified for the City that will be delivered as part of the system setup and that are used for functional coverage. Based on the current information the following components will be used.

- Power BI

9.3   Environment Topology

For the D365 implementation at the City, there will be multiple environments needed to support the Implementation. Each Dynamics 365 environment has its own **number of tiers**. Tier defines the **hardware capacity** of each environment.

SAND	**Sandbox environment** *Vanilla for D365 learning/hands-on. The environment won't have any extensions/ISVs. Already deployed and in use for Prototype.*	*Tier 1*	*Add-On*
GOLD	**Golden config environment** *Used to create and maintain the setup and configuration data used on the production instance, and related testing instances. For this project the anticipated approach will be to copy current Production environment (used for Budget planning) to GOLD as the starting point for configurations.* *Will hold configurations and parameters with no transactions. Also used for creating new companies when needed. Access to this environment is limited to a selection of users. Before going live this environment is restored onto the production environment. After going live, it is used to secure the main setup and configuration. Already deployed.*	*Tier 2*	*Add-On*
TEST	**Test environments** *Used to execute tests on the latest version of developed code by consultants and key users. For this project the anticipated approach will be to copy current Production environment (used for Budget planning) to the first instance of TEST as the starting point for configurations for the prototype environment used in Design phase.* *Testing environments are usually refreshed daily with the latest version of developed extensions to the standard application and are the first step in verifying that the developed extensions are according to initial specification. The environment will be the copy of GOLD and will include the transactional data that will be created during testing. Test environment will be used for CRP's and on periodic basis, the environment will be refreshed by data migration environment. Already deployed and in use for Prototype.*	*Tier 1 / 2*	*Add-On*

DM	**Data conversion environment** *The environment will be used by the data migration team for scripts writing/migrating data/testing and execute multiple test runs before the actual data migration on a production environment. The environment will have configurations carried over from GOLD environment. Already deployed and in use for Prototype.*	*Tier 2*	*Add-On*
UAT/ ACC	**User Acceptance Testing** *Used to execute user acceptance testing for the major release and subsequent roll outs of other business units of developed extensions and other functionality that will be applied to the production environment. Already deployed and in use for Budget planning testing (supporting Production environment).*	*Tier 2 / 3 / 4*	*Default*
PROD	**Production environment** *Live Production environment.* *For this project it is anticipated that PROD environment will either be restored from GOLD at go-live cutover, OR will be updated using data migration packages to bring configurations from GOLD environment into PROD. Already deployed and in use for Prototype.*	*Sized by MS*	*Default*
DEV	**Development environments** *Used to develop, debug and test extensions to the standard application. One development environment is required for a single developer. The number of these environments scale with the number of developers and if cloud hosted, they can be easily added/removed. DEV01 already deployed and in use for Prototype. Uncertain if additional Dev environments will be needed.*	*Tier 1*	*Add-On*
BUILD	**Build environment** *Used to execute the Build process for Microsoft D365. This process is a mandatory process to create deployable packages which are then applied to other environments via LCS. This environment must exist for the entire life of the project but if cloud hosted is only online when used. Already deployed and in use for Prototype.*	*Tier 1*	*Default*
PT	**Performance Testing** *Used to execute performance/load testing of various functionalities in an environment which is most like the production environment when hardware resources are taken into consideration. The performance test can also be carried on the ACC environment.*		
SUP	**Support environments** *Used to execute tests, debug sessions and simulations on actual production data. These types of environments would come hand in hand with data restoration scripts which would on-demand refresh the data on the environment from a production environment so that a problem can be analysed without interfering with the production instance.*		
QA	**QA environment** *Used to hold the exact same platform, application and extension version as exists in the production environment. Any bugfix or minor issue that needs to be resolved in production needs to be deployed first to this environment, tested and approved before it can be released to the production environment.*		
	Cloud Environment Strategy v 0.1.pdf		

10 Service Forecast

The forecast in this section applies to HSO Services for BR1 and BR2.

10.1 Staffing

HSO will continue to utilize the resources that have been engaged on the project to date. Additionally, subject matter experts from the HSO team will be leveraged to complete the tasks needed to meet the timeframe outlined above. HSO and City will make the best efforts to keep the Project Team members consistent throughout the project. However, City understands that HSO may substitute the resources during this project with other resources of equal skill sets.

City agrees that City Process Owners and Key users will be available for the Project as defined in the Resource Allocation Matrix in Section 7. At specific intervals of the project City business resource(s) involvement may increase and the Project Manager will ensure that sufficient notice is given to allow for resources schedules to adjust. City has noted that when critical project phases require 60% or more of staff resource allocation, 6-8 weeks of advance notice should be provided.

10.2 Fixed Budget Forecast

The below Fixed Budget forecast was provided to City by HSO and is the basis of the Scope of Work for Business Release 1 & Business Release 2.

HSO SOW	USD
Implementation Business Release 1 and 2	$2,068,055
• **Consulting services (PM & SA)**	$521,901
• **Consulting Services (HSO Consultants)**	$1,099,877
• **Development services**	$173,830
• **Technical consulting (Appl. Mgt, Reporting etc.)**	$272,488
Travel and Expense (15% of the consulting services) Billed on actuals	$244,000
TOTAL IMPLEMENTATION COST	**$2,312,055**

If there are project delays determined to be associated with client staff availability, additional HSO services work will be delivered on an additional time and materials basis, which will require an amendment to the contract.

10.3 Travel & Expenses

The HSO and City Project Managers will work together to maintain expenses at reasonable level depending on the onsite frequency based on the travel forecast of $244,000, which is based on 15% of the HSO services forecast excluding Development and Technical services. Billing will be for actual expenses including standard per diem rates and policy. Note that if COVID travel restrictions continue the budgeted amount is likely to be reduced accordingly.

10.4 Costs BR1 and BR2

The **Fixed Budget** services is based on the defined functional and services scope, planning and timelines, assumptions and preconditions as set out in this Scope of Work. This estimate is the firm guidance for the project execution.

Following the project methodology, sticking to the agreed scope and planning, using 'out-of-the-box' functionality, the estimate should be realistic and feasible and will be controlled and reported including forecast (ETC) and foresight on expected deviations by HSO project management for HSO activities and by City project management for City activities.

An overview of the overall service forecast estimates for Business Release 1 and 2 excluding the Travel and Expense

Services Budget Summary

Budget Phase	Days	GL/C&B; FA/BDGT	PROC/AP; PROC 2	PROJ/AR; MPOS/T&E	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
01.Analysis	49.3	14.3	7.5	8.0	0.0	0.5	2.0	0.0	0.0	0.0	8.8	8.3	89,016
02.Design	121.0	37.5	17.8	16.8	0.0	7.0	0.0	5.0	0.0	0.0	14.0	23.0	217,248
03.Develop	630.6	135.9	72.0	66.7	0.0	45.0	18.0	15.5	146.8	4.7	35.1	91.0	1,005,071
04.Deliver	250.0	67.0	44.0	36.0	0.0	11.0	7.0	22.0	0.0	10.0	17.0	36.0	435,456
05.Deploy	115.0	23.0	15.0	15.0	0.0	14.0	5.0	12.0	0.0	5.0	11.0	15.0	197,664
06.Operation	72.0	19.0	12.0	12.0	0.0	0.0	6.0	2.0	0.0	6.0	6.0	9.0	123,600
Total budget - BR1 + BR2	**1,238**	**297**	**168**	**154**	**0**	**78**	**38**	**57**	**147**	**26**	**92**	**182**	**2,068,055**

Budget-Activity	Days	GL/C&B; FA/BDGT	PROC/AP; PROC 2	PROJ/AR; MPOS/T&E	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
10.Management	187.0	6.0	4.0	4.0	0.0	4.0	0.0	0.0	0.0	0.0	5.0	164.0	355,440
20.Consulting	630.8	257.7	134.0	123.5	0.0	0.0	12.0	0.0	0.0	0.0	85.4	18.3	1,128,811
30.Customization	13.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	13.8	0.0	0.0	0.0	13,860
31.Interfacing	94.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	69.0	25.7	0.0	0.0	95,458
40.Conversion	98.0	10.0	6.3	4.8	0.0	73.5	0.0	2.0	0.0	0.0	1.5	0.0	159,696
41.Reporting	118.1	5.9	11.0	14.3	0.0	0.0	23.0	0.0	64.0	0.0	0.0	0.0	156,222
42.Authorization	8.5	0.0	0.0	0.0	0.0	0.0	0.0	8.5	0.0	0.0	0.0	0.0	13,464
43.Personalization	4.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	6,336
44.Application	53.0	4.0	2.0	2.0	0.0	0.0	3.0	42.0	0.0	0.0	0.0	0.0	85,488
45.Workflows	30.0	13.0	11.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	53,280
Total budget - BR1 + BR2	**1,238**	**297**	**168**	**154**	**0**	**78**	**38**	**57**	**147**	**26**	**92**	**182**	**2,068,055**

Business Release 1 Budget

Services Budget Summary

Budget Phase	Days	GL/C&B	PROC/AP	PROJ/AR	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
01.Analysis	0	0	0	0	0	0	0	0	0	0	0	0	-
02.Design	0	0	0	0	0	0	0	0	0	0	0	0	-
03.Develop	405	81	45	48	0	26	13	11	105	0	22	55	639,325
04.Deliver	138	28	28	21	0	7	5	14	0	5	10	20	240,096
05.Deploy	61	9	8	8	0	6	3	10	0	3	5	9	104,160
06.Operation	46	11	8	8	0	0	4	2	0	4	4	5	78,576
Total budget - BR1	**650**	**129**	**89**	**85**	**0**	**39**	**25**	**37**	**105**	**12**	**41**	**89**	**1,062,157**

Budget-Activity	Days	GL/C&B	PROC/AP	PROJ/AR	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
10.Management	90	2	2	2	0	2	0	0	0	0	2	80	171,168
20.Consulting	296	112	66	65	0	0	5	0	0	0	39	9	528,979
30.Customization	14	0	0	0	0	0	0	0	14	0	0	0	13,860
31.Interfacing	59	0	0	0	0	0	0	0	47	12	0	0	59,220
40.Conversion	49	4	4	2	0	37	0	2	0	0	0	0	78,648
41.Reporting	85	3	9	13	0	0	17	0	44	0	0	0	114,570
42.Authorization	6	0	0	0	0	0	0	6	0	0	0	0	9,504
43.Personalization	3	0	0	0	0	0	0	3	0	0	0	0	4,752
44.Application	32	1	1	1	0	0	3	26	0	0	0	0	51,264
45.Workflows	17	7	7	3	0	0	0	0	0	0	0	0	30,192
Total budget - BR1	**650**	**129**	**89**	**85**	**0**	**39**	**25**	**37**	**105**	**12**	**41**	**89**	**1,062,157**

Business Release 2 Budget

Services Budget Summary

Budget Phase	Days	FIN (Bdgt/FA)	PROC/ PROJ	Expense Mgmnt	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
01.Analysis	49	14	8	8	0	1	2	0	0	0	9	8	89,016
02.Design	121	38	18	17	0	7	0	5	0	0	14	23	217,248
03.Develop	226	55	27	19	0	19	5	5	42	5	13	36	365,746
04.Deliver	112	39	16	15	0	4	2	8	0	5	7	16	195,360
05.Deploy	54	14	7	7	0	8	2	2	0	2	6	6	93,504
06.Operation	26	8	4	4	0	0	2	0	0	2	2	4	45,024
Total budget - BR2	**588**	**168**	**79**	**70**	**0**	**39**	**13**	**20**	**42**	**14**	**51**	**93**	**1,005,898**

Budget-Activity	Days	FIN (Bdgt/FA)	PROC/ PROJ	Expense Mgmnt	WHS	DM	BI	AA	DEV	INT	SA	PM	Budget
10.Management	97	4	2	2	0	2	0	0	0	0	3	84	184,272
20.Consulting	335	146	68	59	0	0	7	0	0	0	46	9	599,832
30.Customization	0	0	0	0	0	0	0	0	0	0	0	0	-
31.Interfacing	36	0	0	0	0	0	0	0	22	14	0	0	36,238
40.Conversion	50	6	2	3	0	37	0	0	0	0	2	0	81,048
41.Reporting	33	3	2	2	0	0	6	0	20	0	0	0	41,652
42.Authorization	3	0	0	0	0	0	0	3	0	0	0	0	3,960
43.Personalization	1	0	0	0	0	0	0	1	0	0	0	0	1,584
44.Application	21	3	1	1	0	0	0	16	0	0	0	0	34,224
45.Workflows	13	6	4	3	0	0	0	0	0	0	0	0	23,088
Total budget - BR2	**588**	**168**	**79**	**70**	**0**	**39**	**13**	**20**	**42**	**14**	**51**	**93**	**1,005,898**

IN WITNESS, WHEREOF, the parties have entered this Scope of Work of the last date set forth below, with effect as of the Effective Date.

HSO North America, LLC   **Customer**

_____   _____
Signature   Signature

_____   _____
Rohit Gupta, GM   Name

_____   _____
HSO   CITY OF REDMOND

_____   _____
Date   Date

Appendix A: Change Management

During the project either party may request in writing additions, deletions, or modifications to the services described in this SOW ("change"). Parties shall have no obligation to commence work for any change until the fee and schedule impact of the change is agreed upon in a written Scope Change Request Form signed by the designated Project Managers from both parties. In the absence of acceptance or rejection by each of the parties, the proposed change will not be performed. Pending this decision parties shall proceed only with the original services.

The Change Management Process that will be employed is defined below. Both parties agree to follow this process and to use the Scope Change Request Form:

» Identify and document

» Assess impact and prioritize

» Estimate required effort

» Approve / disapprove

» Assign responsibility

» Monitor and report progress

» Communicate change resolution

In more detail the procedure employed will contain following steps:

1. The party who requests the change (the "Originator") will forward to the other party (the "Recipient") a change request ("Change Request") using the standard Change Request Form which will include the project identification, originator's name, date, description and reason

2. HSO will assign a number to and log each Change Request

3. All Change Requests will be categorized by the Originator as Priority 1 (urgent) or Priority 2 (normal) or Priority 3 (low priority)

4. HSO will investigate the Change Request to complete the Change Request Form with the estimated impacts on:

   o required effort and price

   o If these have a combined impact exceeding 10% of the current Development Budget this will result in a Change Request.

   o timetable and schedules

   o scope of already agreed services and requirements

   o relevant obligations under the SOW (the "Impact Study")

5. HSO will investigate the above-mentioned Change request, either

   o In 1 step if the impact is expected to be relatively limited, or

   o In 2 steps if HSO suspects the impact to become substantial and will require a more in-depth Impact Study with corresponding increased efforts

6. If the City is the Originator, HSO will inform the City if there will be any charges for HSO services in conducting the Impact Study and the City will decide whether HSO should conduct the Impact Study. If the City approves the services charge for the Impact Study, then HSO shall proceed to prepare the Impact Study completion, the Impact Study will be delivered, and shall include any changes to the price, timetable, services scope and relevant obligations of the parties under the agreement, as applicable.

7. If the City accepts the Impact Study, then the parties shall each sign the Impact Study, which shall be deemed to amend this Agreement. HSO shall then proceed to implement the applicable Change Request in accordance with the Impact Study.

Appendix B: Risk and Escalation

Risks are potential threats to the project outcome (i.e. cost, delivery time, quality or scope). If they are not managed effectively, they will impact the outcome of the project. The main drivers are in order Quality, Time, and Cost.

Issues are threats to the project outcome that are already occurred. They are no longer a potential threat – they are real and are causing a real impact to the delivery of the project.

Project Risks and issues needs to be managed in order to minimize the impact on the project outcome. City and HSO will work together to identify risks and jointly manage the risk log.

Escalation is to be used by project team members to:

» Help communicate threats to the project outcomes.

» Assign accountability for resolution of threats

» Aid in mitigation actions for potential risks

» Resolve issues which the team themselves cannot resolve

The following are the proposed steps to be followed in the escalation process:

All project team members are empowered to escalate. Escalation is not seen as a failure on the part of the escalator. Escalation is an essential tool on ensuring issues that cannot be resolved by the individual team member, are able to be elevated to the next level of management to ensure that every effort is made to avoid slippages.

Escalation needs to be managed. Any escalation needs to be reported to the project managers, rather with a suggested action plan. The escalated issue is followed up by project management to ensure that it is resolved. When an issue has been escalated the project managers must continue to monitor the situation and report on the progress of the resolution. If it is not resolved adequately then another escalation may be required. If necessary, this should involve the issue being escalated to the Steering Committee.

Escalation must be documented. It is important that all project issues escalated are recorded. If critical, it should be documented and reported to the Steering Committee by the project manager. Verbal escalation always needs to be followed up with written or email documentation detailing the issue, the required outcome, the critical timeframe when the resolution is required, and the consequences to the project if the issue is not resolved.

Escalation needs to be timely. It is important that issues are escalated in time to affect a resolution. The escalator should try to resolve the issue before escalation, however enough time should be available to escalate and resolve the issue.

Appendix C: Quality and Testing

D365 application is subject to testing, which will include testing against Functional Design Document (FDD) requirements and functional testing based on the Business Requirements Document (BRD).

After the initial testing, D365 application will be subject to acceptance testing during the Deliver phase that includes - Cross-functional, e2e, regression and performance testing. If acceptance fails because of errors identified in extensions developed by HSO, HSO will fix such errors promptly and resubmit for re-testing as soon as practicable. If the errors are caused due to the Microsoft ONE-V, HSO will coordinate with Microsoft on the resolution. Acceptance test will be repeated for as long as certain test scripts are not accepted.

Below an overview on types of testing including main objectives, execution and timing.

Unit Testing

» Why : Validate specific functionality

» How : Testing of changes, documents and reports

» Who : Developers and HSO Consultant first, Key Users supported by HSO Consultant later

» When : Development Phase and after each change afterwards

» Input : Test scripts on Functional Design Documents

Functional Testing

» Why : Validate all possible situations per work streams

» How : Individual tests with focus on 'own' work stream

» Who : City Project Team and Key Users supported by HSO Consultant

» When : Development Phase

» Input : Business Requirements & FDDs

Cross Functional Testing

» Why : Validate integral processes

» How : Focus on connections (no detailed functionalities in own work stream)

» Who : City Project Team and Key Users supported by HSO Consultant

» When : Development Phase

» Input : Business Scenarios

Interface Testing

» Why : Validate connections between systems

» How : Testing of interfaces

» Who : City IT team with HSO support

» When : Development Phase

» Input : All combination of messages

Regression Testing

» Why : Testing new Release Updates based on Microsoft ONE-V

» How : End-to-end scenarios documented in Task Recordings; may use RSAT Tool to automate

» Who : City Project Team and Key Users supported by HSO Consultant

» When : As needed when Updates are deployed

» Input : (Cross) Functional Scripts

User Acceptance Testing

» Why : Validating all functionality including data conversion and authorizations

» How : Selected number of events combined with end-to-end scenarios

» Who : Key Users and IT support team

» When : Deliver Phase

» Input : (Cross) Functional Scripts

Appendix D: Process Owners/Leads, Key Users and Lead HSO Consultants

WORKSTREAM	CITY BPO/Leads	CITY Key Users	HSO LEAD
Project Management	Kristy Hardy	Jay Freeland	Kevin Goode
General Ledger	Nida Hermoso	Stephanie Woo	Andrew Bernstein
Accounts Payable	Michele Ayers	Alla Glagoleva Jeff Frazzini	Harmeet Walia
Accounts Receivable	Maria Ubezzi	Nida Hermoso Stephanie Woo	Joan Oruwari
Budget Planning	Haritha Nara	Kelley Cochran	Andrew Bernstein
Cash and Bank	Maria Ubezzi	Debbie Keranova For GL side – GL leads	Andrew Bernstein
Fixed Assets	Stephanie Woo – Utilities Nida Hermoso – General Government Katia Matuzova – Fleet	Stephanie, Nida and Katia will back each other up	Andrew Bernstein
Procurement	Adam O'Sullivan Debbie Keranova – Contract management/ ebidding	Debbie Keranova Lucas Cometto – Contract management/ebidding	Harmeet Walia
Projects/Grants (Project management & Accounting)	Sandy Yeager Gloria Hulskamp (Grants)	Kelley Cochran	Joan Oruwari
Cashiering/Point of Sale	Maria Ubezzi Nida Hermoso – GL reconciliation	Tamara Oskierko	Harmeet Walia
Travel and Expense	Michele Ayers	Nida Hermoso	Harmeet Walia

Appendix E: Functional Scope

The functional scope and related mapping of Business Releases is captured in the Business Requirements Document which contains references to functionalities within D365 that have been mapped to the relevant business processes. The processes and related requirements which are not described in the functional scope of a business release are considered as being out of scope.

Attached is the functional scope for City D365 implementation, based on the Business requirements document as defined at the end of the BR1 Validate phase and delivered to City of Redmond week of June 29, 2020.

CoR BRD_v1.2 All
Requirements SOW.

Appendix F: Project Risks

Area of Concern	Reason for Risk	Mitigations
ProCard interface / configuration	The latest Microsoft Platform update 31 includes the ProCard functionality and assumption the standard functionality will meet City needs. If it doesn't and City wants to make further enhancements, then a Change Request would be needed.	Considerations needed to provide customization to improve import, or consider waiting for MS possible enhancements
Cashiering	Pending decision on whether to utilize Tyler Cashiering or Microsoft Point of Sale (MPOS)	Continue follow up on scheduling MPOS with MS contacts and City leaders
Budget Planning	Moving Tyler Insight Extensions to City ownership	Follow up required regularly with MS/Tyler on status
Budget Planning	Tyler Insight Extensions regressions	Consider moving extension to City ownership
Budget Planning	Risk of impact to Budget planning activity in PROD at BR1 go-live cutover; mitigation: move Budget planning activity to 'TEST/UAT' through completion, then export/import budget data to PROD.	Planning and tracking regularly for status and timing of cut-over and Budget Planning
PowerBI & GOV Cloud	PowerBI functionality not fully supported on GOV Cloud so full extent of internal custom reporting tools may not be supported.	Follow up with MS to determine if changes/enhancement to the access of tools will be provided
New Business Practices	Communication and internal change management,	Communication and internal change management; reinforce the change, ongoing internal meetings with PM/Core team
Data Migration	Continued effort in supplying data mapped to templates for import to system	HSO to provide more assistance in mapping translation of tables and fields from AX2012 to D365
Task Recorder plug not approved	Install of Chrome plug in to capture screens shots during task recordings have not been approved by City	IT Security for city evaluate and approve users to be allowed to install plug-in
Currently not approved by City
User roles and security setup	City does not have the roles entered into D365 that will allow proper access and work by user and responsibility	Allow Admin rights during sessions and remove Admin rights after sessions-until proper roles and security can be assigned in later phases

Appendix G: Best Practices

Best Practice Specification to Acceptance
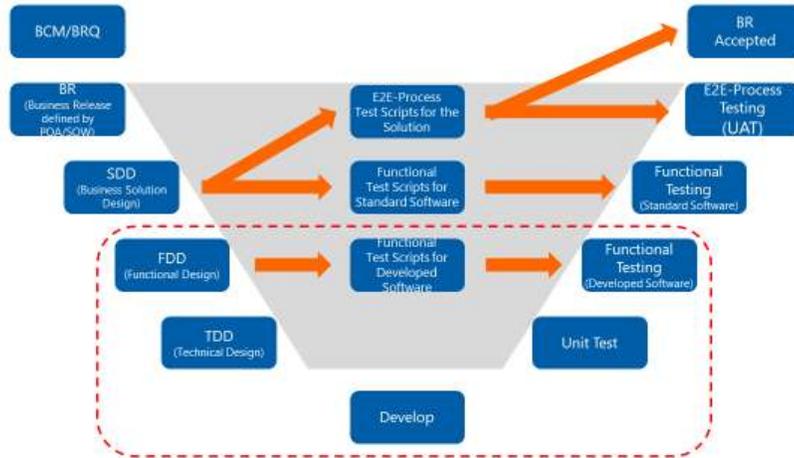
Deliverable – Acceptance - Specification

Deliverable Type	Form of Acceptance	Type of Acceptance	Specification
Paper Based	Approval	Final	Methodology/Agreement/SOW
Functional (Developed Software)	Test Script	Partial	FDD/TDD
Functional (Standard Software)	Test Script	Partial	Microsoft Dynamics AX according to manual within scope SDD/BRQ
Process (E2E processes - UAT)	Test Script	Partial/Final	SDD/BRQ/FDD
Kernel Business Release	Cum Process	Final	
Data	Approval	Final	Data Design Document
Services/Other	Approval	Final	Methodology/Agreement/SOW

ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1	**1**	**BR1**	**6,309.04 hrs**	**376 days?**	**Wed 9/2/20**	**Wed 2/9/22**		
2	**1.1**	**Develop**	**3,150.6 hrs**	**185 days?**	**Mon 10/5/20**	**Fri 6/18/21**		
3	**1.1.1**	**Update GOLD Environment Configuration**	**120 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
4	**1.1.1.1**	**Finance & Control**	**80 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
5	**1.1.1.1.1**	**General Ledger**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
6	1.1.1.1.1.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20		A.Bernstein
7	1.1.1.1.1.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	GL Lead
8	1.1.1.1.1.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	GL Lead
9	1.1.1.1.1.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	A.Bernstein
10	**1.1.1.1.2**	**Treasury/Cash & Bank**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
11	1.1.1.1.2.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	A.Bernstein
12	1.1.1.1.2.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	11SS	TR Lead
13	1.1.1.1.2.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	11SS	TR Lead
14	1.1.1.1.2.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	11SS	A.Bernstein
15	**1.1.1.1.3**	**Accounts payable**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
16	1.1.1.1.3.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	H.Walia
17	1.1.1.1.3.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	16SS	AP Lead
18	1.1.1.1.3.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	16SS	AP Lead
19	1.1.1.1.3.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	16SS	H.Walia
20	**1.1.1.1.4**	**Accounts receivable**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
21	1.1.1.1.4.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	J.Oruwari
22	1.1.1.1.4.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	21SS	J.Oruwari
23	1.1.1.1.4.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	21SS	H.Walia
24	1.1.1.1.4.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	21SS	AR Lead
25	**1.1.1.2**	**Projects & Grants**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
26	1.1.1.2.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	J.Oruwari
27	1.1.1.2.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	26SS	PROJ Lead
28	1.1.1.2.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	26SS	PROJ Lead
29	1.1.1.2.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	26SS	J.Oruwari
30	**1.1.1.3**	**Procurement & Sourcing**	**20 hrs**	**10 days**	**Mon 10/5/20**	**Fri 10/16/20**		
31	1.1.1.3.1	Complete & document parameter set up	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	6SS	J.Oruwari
32	1.1.1.3.2	Complete basic data set up	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	31SS	PUR Lead
33	1.1.1.3.3	Configure GOLD environment	4 hrs	10 days	Mon 10/5/20	Fri 10/16/20	31SS	PUR Lead
34	1.1.1.3.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 10/5/20	Fri 10/16/20	31SS	J.Oruwari
35	**1.1.2**	**CRP2 Open Issues Follow-up**	**24 hrs**	**5 days**	**Mon 10/5/20**	**Fri 10/9/20**		
36	1.1.2.1	General Ledger	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	9SS	A.Bernstein
37	1.1.2.2	Treasury/Cash & Bank	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	14SS	A.Bernstein
38	1.1.2.3	Accounts Payable	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	19SS	H.Walia
39	1.1.2.4	Accounts Receivable	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	24SS	J.Oruwari
40	1.1.2.5	Projects & Grants	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	29SS	J.Oruwari

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
41	1.1.2.6	Procurement & Sourcing	4 hrs	5 days	Mon 10/5/20	Fri 10/9/20	34SS	H.Walia
42	**1.1.3**	**Extensions/Interfaces/Reports/Documents**	**1,678.6 hrs**	**79 days**	**Mon 10/5/20**	**Thu 1/21/21**		
43	**1.1.3.1**	**Extensions (Customizations) Development**	**202 hrs**	**79 days**	**Mon 10/5/20**	**Thu 1/21/21**		
44	**1.1.3.1.1**	**Finance & Control**	**202 hrs**	**79 days**	**Mon 10/5/20**	**Thu 1/21/21**		
156	1.1.3.1.2	Projects & Grants	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
158	1.1.3.1.3	Procurement & Sourcing (BR1 - PR, PO, PA)	176 hrs	52 days	Mon 6/8/20	Tue 8/18/20		
204	**1.1.3.2**	**Interfaces Development**	**548 hrs**	**73 days**	**Mon 10/5/20**	**Wed 1/13/21**		
205	**1.1.3.2.1**	**Finance & Control**	**548 hrs**	**73 days**	**Mon 10/5/20**	**Wed 1/13/21**		
206	**1.1.3.2.1.1**	**General Ledger**	**163 hrs**	**73 days**	**Mon 10/5/20**	**Wed 1/13/21**		
207	**1.1.3.2.1.1.1**	**IDD001 - EDEN Payroll into GL/ALE**	**56 hrs**	**56 days**	**Mon 10/5/20**	**Mon 12/21/20**		
208	**1.1.3.2.1.1.1.1**	**Prepare IDD001 - EDEN Payroll into GL/ALE**	**32 hrs**	**30 days**	**Mon 10/5/20**	**Fri 11/13/20**		
209	1.1.3.2.1.1.1.1.1	Develop Design: IDD001 - EDEN Payroll into GL/	20 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	GL Lead,A.Bernstein
210	1.1.3.2.1.1.1.1.2	Review Design: IDD001 - EDEN Payroll into GL/	4 hrs	5 days	Mon 11/2/20	Fri 11/6/20	209	GL Lead
211	1.1.3.2.1.1.1.1.3	Discuss Design: IDD001 - EDEN Payroll into GL/	4 hrs	1 day	Tue 11/10/20	Tue 11/10/20	210	GL Lead,A.Bernstein
212	1.1.3.2.1.1.1.1.4	Refine Design: IDD001 - EDEN Payroll into GL/A	2 hrs	1 day	Wed 11/11/20	Wed 11/11/20	211	A.Bernstein
213	1.1.3.2.1.1.1.1.5	Approve Design: IDD001 - EDEN Payroll into GL/	2 hrs	2 days	Thu 11/12/20	Fri 11/13/20	212	GL Lead
214	**1.1.3.2.1.1.1.2**	**Develop IDD001 - EDEN Payroll into GL/ALE**	**0 hrs**	**0 days**	**Mon 10/5/20**	**Mon 10/5/20**		
218	**1.1.3.2.1.1.1.3**	**Transfer & Test IDD001 - EDEN Payroll into GL/ALE**	**24 hrs**	**26 days**	**Mon 11/16/20**	**Mon 12/21/20**		
219	1.1.3.2.1.1.1.3.1	Review, Train & Transfer: IDD001 - EDEN Payrol	16 hrs	10 days	Mon 11/16/20	Fri 11/27/20	213	A.Bernstein,GL Lead
220	1.1.3.2.1.1.1.3.2	Test IDD001 - EDEN Payroll into GL/ALE	6 hrs	10 days	Mon 11/30/20	Fri 12/11/20	219	GL Lead
221	1.1.3.2.1.1.1.3.3	Accept IDD001 - EDEN Payroll into GL/ALE	2 hrs	2 days	Fri 12/18/20	Mon 12/21/20	220	GL Lead
222	1.1.3.2.1.1.2	IDD002 - KRONOS Payroll into GL/ALE	264 hrs	159 days	Mon 10/5/20	Thu 5/13/21		
237	1.1.3.2.1.1.3	IDD003 - ActiveNet Parks & Rec into GL/ALE	106 hrs	87 days	Mon 11/2/20	Tue 3/2/21		
252	**1.1.3.2.1.1.4**	**IDD004 - Energov Inspections/Permits into GL/ALE**	**107 hrs**	**73 days**	**Mon 10/5/20**	**Wed 1/13/21**		
253	**1.1.3.2.1.1.4.1**	**Prepare IDD004 - Energov Inspections/Permits into GL/ALE**	**32 hrs**	**27 days**	**Mon 10/5/20**	**Tue 11/10/20**		
254	1.1.3.2.1.1.4.1.1	Develop Design: IDD004 - Energov Inspections/	20 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein
255	1.1.3.2.1.1.4.1.2	Review Design: IDD004 - Energov Inspections/P	4 hrs	3 days	Mon 11/2/20	Wed 11/4/20	254	GL Lead
256	1.1.3.2.1.1.4.1.3	Discuss Design: IDD004 - Energov Inspections/P	4 hrs	1 day	Thu 11/5/20	Fri 11/6/20	255	GL Lead,A.Bernstein
257	1.1.3.2.1.1.4.1.4	Refine Design: IDD004 - Energov Inspections/Pe	2 hrs	1 day	Fri 11/6/20	Fri 11/6/20	256	A.Bernstein
258	1.1.3.2.1.1.4.1.5	Approve Design: IDD004 - Energov Inspections/	2 hrs	2 days	Mon 11/9/20	Tue 11/10/20	257	GL Lead
259	**1.1.3.2.1.1.4.2**	**Develop IDD004 - Energov Inspections/Permits into GL/ALE**	**55 hrs**	**21 days**	**Wed 11/11/20**	**Wed 12/9/20**		
260	1.1.3.2.1.1.4.2.1	Development: IDD004 - Energov Inspections/Pe	40 hrs	10 days	Wed 11/11/20	Tue 11/24/20	258	HSO Dev1
261	1.1.3.2.1.1.4.2.2	Unit Testing: IDD004 - Energov Inspections/Per	12 hrs	3 days	Wed 11/25/20	Fri 11/27/20	260	HSO Dev1
262	1.1.3.2.1.1.4.2.3	Consultant Hand-Off: IDD004 - Energov Inspecti	3 hrs	8 days	Mon 11/30/20	Wed 12/9/20	261	A.Bernstein,HSO Dev1
263	**1.1.3.2.1.1.4.3**	**Transfer & Test IDD004 - Energov Inspections/Permits into GL/ALE**	**20 hrs**	**25 days**	**Thu 12/10/20**	**Wed 1/13/21**		
264	1.1.3.2.1.1.4.3.1	Review, Train& Transfer: IDD004 - Energov Insp	8 hrs	20 days	Thu 12/10/20	Thu 1/7/21	262	A.Bernstein,GL Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	
265	1.1.3.2.1.1.4.3.2	Test IDD004 - Energov Inspections/Permits into	8 hrs	3 days	Thu 1/7/21	Mon 1/11/21	264	GL Lead	
266	1.1.3.2.1.1.4.3.3	Accept IDD004 - Energov Inspections/Permits ir	4 hrs	2 days	Tue 1/12/21	Wed 1/13/21	265	GL Lead	
267	**1.1.3.2.1.2**	**Treasury/Cash & Bank**	**385 hrs**	**64 days**	**Mon 10/5/20**	**Thu 12/31/20**			
268	**1.1.3.2.1.2.1**	**IDD005 - ACH File - Key Bank Claims Account (Export File)**	**52 hrs**	**49 days**	**Mon 10/5/20**	**Thu 12/10/20**			
269	**1.1.3.2.1.2.1.1**	**Prepare IDD005 - ACH File - Key Bank Claims Account**	**20 hrs**	**28 days**	**Mon 10/5/20**	**Wed 11/11/20**			
270	1.1.3.2.1.2.1.1.1	Develop Design: IDD005 - ACH File - Key Bank C	12 hrs	15 days	Mon 10/5/20	Fri 10/23/20	6SS	A.Bernstein	
271	1.1.3.2.1.2.1.1.2	Review Design: IDD005 - ACH File - Key Bank Cla	2 hrs	3 days	Mon 10/26/20	Wed 10/28/20	270	TR Lead	
272	1.1.3.2.1.2.1.1.3	Discuss Design: IDD005 - ACH File - Key Bank Cla	2 hrs	5 days	Thu 10/29/20	Wed 11/4/20	271	A.Bernstein,TR Lead	
273	1.1.3.2.1.2.1.1.4	Refine Design: IDD005 - ACH File - Key Bank Clai	2 hrs	3 days	Thu 11/5/20	Mon 11/9/20	272	A.Bernstein	
274	1.1.3.2.1.2.1.1.5	Approve Design: IDD005 - ACH File - Key Bank C	2 hrs	2 days	Tue 11/10/20	Wed 11/11/20	273	TR Lead	
275	**1.1.3.2.1.2.1.2**	**Develop IDD005 - ACH File - Key Bank Claims Account**	**14 hrs**	**11 days**	**Thu 11/12/20**	**Fri 11/27/20**			
276	1.1.3.2.1.2.1.2.1	Development: IDD005 - ACH File - Key Bank Clai	8 hrs	5 days	Thu 11/12/20	Wed 11/18/20	274	HSO Dev1	
277	1.1.3.2.1.2.1.2.2	Unit Testing: IDD005 - ACH File - Key Bank Clain	4 hrs	3 days	Thu 11/19/20	Mon 11/23/20	276	HSO Dev1	
278	1.1.3.2.1.2.1.2.3	Consultant Hand-Off: IDD005 - ACH File - Key Ba	2 hrs	3 days	Tue 11/24/20	Fri 11/27/20	277	A.Bernstein,HSO Dev1	
279	**1.1.3.2.1.2.1.3**	**Transfer & Test IDD005 - ACH File - Key Bank Claims Account**	**18 hrs**	**10 days**	**Fri 11/27/20**	**Thu 12/10/20**			
280	1.1.3.2.1.2.1.3.1	Review, Train & Transfer: IDD005 - ACH File - Ke	8 hrs	5 days	Fri 11/27/20	Fri 12/4/20	278	A.Bernstein,TR Lead	
281	1.1.3.2.1.2.1.3.2	Test IDD005 - ACH File - Key Bank Claims Accou	8 hrs	3 days	Fri 12/4/20	Tue 12/8/20	280	TR Lead	
282	1.1.3.2.1.2.1.3.3	Accept IDD005 - ACH File - Key Bank Claims Acc	2 hrs	2 days	Wed 12/9/20	Thu 12/10/20	281	TR Lead	
283	**1.1.3.2.1.2.2**	**IDD006 - ACH File - Key Bank - General Account (Export File)**	**53 hrs**	**64 days**	**Mon 10/5/20**	**Thu 12/31/20**			
284	**1.1.3.2.1.2.2.1**	**Prepare IDD006 - ACH File - Key Bank - General Account**	**20 hrs**	**27 days**	**Mon 10/5/20**	**Tue 11/10/20**			
285	1.1.3.2.1.2.2.1.1	Develop Design: IDD006 - ACH File - Key Bank -	12 hrs	15 days	Mon 10/5/20	Fri 10/23/20	6SS	A.Bernstein	
286	1.1.3.2.1.2.2.1.2	Review Design: IDD006 - ACH File - Key Bank - G	2 hrs	3 days	Mon 10/26/20	Wed 10/28/20	285	TR Lead	
287	1.1.3.2.1.2.2.1.3	Discuss Design: IDD006 - ACH File - Key Bank - G	2 hrs	4 days	Thu 10/29/20	Tue 11/3/20	286	A.Bernstein,TR Lead	
288	1.1.3.2.1.2.2.1.4	Refine Design: IDD006 - ACH File - Key Bank - Go	2 hrs	3 days	Wed 11/4/20	Fri 11/6/20	287	A.Bernstein	
289	1.1.3.2.1.2.2.1.5	Approve Design: IDD006 - ACH File - Key Bank -	2 hrs	2 days	Mon 11/9/20	Tue 11/10/20	288	TR Lead	
290	**1.1.3.2.1.2.2.2**	**Develop IDD006 - ACH File - Key Bank - General Account**	**15 hrs**	**27 days**	**Wed 11/11/20**	**Thu 12/17/20**			
291	1.1.3.2.1.2.2.2.1	Development: IDD006 - ACH File - Key Bank - Ge	8 hrs	5 days	Wed 11/11/20	Tue 11/17/20	289	HSO Dev1	
292	1.1.3.2.1.2.2.2.2	Unit Testing: IDD006 - ACH File - Key Bank - Ger	4 hrs	3 days	Wed 11/18/20	Fri 11/20/20	291	HSO Dev1	
293	1.1.3.2.1.2.2.2.3	Consultant Hand-Off: IDD006 - ACH File - Key Ba	3 hrs	19 days	Mon 11/23/20	Thu 12/17/20	292	A.Bernstein,HSO Dev1	
294	**1.1.3.2.1.2.2.3**	**Transfer & Test IDD006 - ACH File - Key Bank - General Account**	**18 hrs**	**10 days**	**Fri 12/18/20**	**Thu 12/31/20**			
295	1.1.3.2.1.2.2.3.1	Review, Train & Transfer: IDD006 - ACH File - Ke	8 hrs	5 days	Fri 12/18/20	Fri 12/25/20	293	A.Bernstein,TR Lead	
296	1.1.3.2.1.2.2.3.2	Test IDD006 - ACH File - Key Bank - General Acc	8 hrs	3 days	Fri 12/25/20	Tue 12/29/20	295	TR Lead	
297	1.1.3.2.1.2.2.3.3	Accept IDD006 - ACH File - Key Bank - General A	2 hrs	2 days	Wed 12/30/20	Thu 12/31/20	296	TR Lead	

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
298	**1.1.3.2.1.2.3**	**IDD007 - ACH File - Key Bank - Payroll Account (Export File)**	**54 hrs**	**48 days**	**Mon 10/5/20**	**Wed 12/9/20**		
299	**1.1.3.2.1.2.3.1**	**Prepare IDD007 - ACH File - Key Bank - Payroll Account**	**20 hrs**	**27 days**	**Mon 10/5/20**	**Tue 11/10/20**		
300	1.1.3.2.1.2.3.1.1	Develop Design: IDD007 - ACH File - Key Bank -	12 hrs	15 days	Mon 10/5/20	Fri 10/23/20	6SS	A.Bernstein
301	1.1.3.2.1.2.3.1.2	Review Design: IDD007 - ACH File - Key Bank - P	2 hrs	3 days	Mon 10/26/20	Wed 10/28/20	300	TR Lead
302	1.1.3.2.1.2.3.1.3	Discuss Design: IDD007 - ACH File - Key Bank - P	2 hrs	4 days	Thu 10/29/20	Tue 11/3/20	301	A.Bernstein,TR Lead
303	1.1.3.2.1.2.3.1.4	Refine Design: IDD007 - ACH File - Key Bank - Pa	2 hrs	3 days	Wed 11/4/20	Fri 11/6/20	302	A.Bernstein
304	1.1.3.2.1.2.3.1.5	Approve Design: IDD007 - ACH File - Key Bank -	2 hrs	2 days	Mon 11/9/20	Tue 11/10/20	303	TR Lead
305	**1.1.3.2.1.2.3.2**	**Develop IDD007 - ACH File - Key Bank - Payroll Account**	**16 hrs**	**11 days**	**Wed 11/11/20**	**Thu 11/26/20**		
306	1.1.3.2.1.2.3.2.1	Development: IDD007 - ACH File - Key Bank - Pa	8 hrs	5 days	Wed 11/11/20	Tue 11/17/20	304	HSO Dev1
307	1.1.3.2.1.2.3.2.2	Unit Testing: IDD007 - ACH File - Key Bank - Pay	4 hrs	3 days	Wed 11/18/20	Fri 11/20/20	306	HSO Dev1
308	1.1.3.2.1.2.3.2.3	Consultant Hand-Off: IDD007 - ACH File - Key Ba	4 hrs	3 days	Mon 11/23/20	Thu 11/26/20	307	A.Bernstein,HSO Dev1
309	**1.1.3.2.1.2.3.3**	**Transfer & Test IDD007 - ACH File - Key Bank - Payroll Account**	**18 hrs**	**10 days**	**Thu 11/26/20**	**Wed 12/9/20**		
310	1.1.3.2.1.2.3.3.1	Review, Train & Transfer: IDD007 - ACH File - Ke	8 hrs	5 days	Thu 11/26/20	Thu 12/3/20	308	A.Bernstein,TR Lead
311	1.1.3.2.1.2.3.3.2	Test IDD007 - ACH File - Key Bank - Payroll Acco	8 hrs	3 days	Thu 12/3/20	Mon 12/7/20	310	TR Lead
312	1.1.3.2.1.2.3.3.3	Accept IDD007 - ACH File - Key Bank - Payroll Ac	2 hrs	2 days	Tue 12/8/20	Wed 12/9/20	311	TR Lead
313	**1.1.3.2.1.2.4**	**IDD008 - Wire File - Key Bank - General Account (Export File)**	**69 hrs**	**52 days**	**Mon 10/5/20**	**Tue 12/15/20**		
314	**1.1.3.2.1.2.4.1**	**Prepare IDD008 - Wire File - Key Bank - General Account**	**19 hrs**	**26 days**	**Mon 10/5/20**	**Mon 11/9/20**		
315	1.1.3.2.1.2.4.1.1	Develop Design: IDD008 - Wire File - Key Bank -	12 hrs	15 days	Mon 10/5/20	Mon 10/26/20	6SS	A.Bernstein,TR Lead
316	1.1.3.2.1.2.4.1.2	Review Design: IDD008 - Wire File - Key Bank - (	2 hrs	3 days	Mon 10/26/20	Wed 10/28/20	315	TR Lead
317	1.1.3.2.1.2.4.1.3	Discuss Design: IDD008 - Wire File - Key Bank - (	2 hrs	5 days	Thu 10/29/20	Wed 11/4/20	316	A.Bernstein,TR Lead
318	1.1.3.2.1.2.4.1.4	Refine Design: IDD008 - Wire File - Key Bank - G	2 hrs	1 day	Thu 11/5/20	Thu 11/5/20	317	A.Bernstein
319	1.1.3.2.1.2.4.1.5	Approve Design: IDD008 - Wire File - Key Bank -	1 hr	2 days	Fri 11/6/20	Mon 11/9/20	318	TR Lead
320	**1.1.3.2.1.2.4.2**	**Develop IDD008 - Wire File - Key Bank - General Account**	**32 hrs**	**11 days**	**Tue 11/10/20**	**Tue 11/24/20**		
321	1.1.3.2.1.2.4.2.1	Development: IDD008 - Wire File - Key Bank - G	8 hrs	5 days	Tue 11/10/20	Mon 11/16/20	319	HSO Dev1
322	1.1.3.2.1.2.4.2.2	Unit Testing: IDD008 - Wire File - Key Bank - Ge	4 hrs	3 days	Tue 11/17/20	Thu 11/19/20	321	HSO Dev1
323	1.1.3.2.1.2.4.2.3	Consultant Hand-Off: IDD008 - Wire File - Key B	20 hrs	3 days	Fri 11/20/20	Tue 11/24/20	322	A.Bernstein,HSO Dev1
324	**1.1.3.2.1.2.4.3**	**Transfer & Test IDD008 - Wire File - Key Bank - General Account**	**18 hrs**	**15 days**	**Wed 11/25/20**	**Tue 12/15/20**		
325	1.1.3.2.1.2.4.3.1	Review, Train & Transfer: IDD008 - Wire File - K	8 hrs	5 days	Wed 11/25/20	Wed 12/2/20	323	A.Bernstein,TR Lead
326	1.1.3.2.1.2.4.3.2	Test IDD008 - Wire File - Key Bank - General Acc	8 hrs	3 days	Wed 12/2/20	Fri 12/4/20	325	TR Lead
327	1.1.3.2.1.2.4.3.3	Accept IDD008 - Wire File - Key Bank - General /	2 hrs	2 days	Mon 12/14/20	Tue 12/15/20	326	TR Lead
328	**1.1.3.2.1.2.5**	**IDD009 - Advanced Reconciliation File - Key Bank - AP Account (Import File)**	**76 hrs**	**57 days**	**Mon 10/5/20**	**Tue 12/22/20**		
329	**1.1.3.2.1.2.5.1**	**Prepare IDD009 - Advanced Reconciliation File - Key Bank - AP Account**	**11 hrs**	**31 days**	**Mon 10/5/20**	**Mon 11/16/20**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
330	1.1.3.2.1.2.5.1.1	Develop Design: IDD009 - Advanced Reconciliat	4 hrs	5 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein
331	1.1.3.2.1.2.5.1.2	Review Design: IDD009 - Advanced Reconciliatic	2 hrs	3 days	Mon 11/2/20	Wed 11/4/20	330	TR Lead
332	1.1.3.2.1.2.5.1.3	Discuss Design: IDD009 - Advanced Reconciliatic	2 hrs	5 days	Thu 11/5/20	Wed 11/11/20	331	A.Bernstein,TR Lead
333	1.1.3.2.1.2.5.1.4	Refine Design: IDD009 - Advanced Reconciliatio	2 hrs	1 day	Thu 11/12/20	Thu 11/12/20	332	A.Bernstein
334	1.1.3.2.1.2.5.1.5	Approve Design: IDD009 - Advanced Reconciliat	1 hr	2 days	Fri 11/13/20	Mon 11/16/20	333	TR Lead
335	**1.1.3.2.1.2.5.2**	**Develop IDD009 - Advanced Reconciliation File - Key Bank - AP Account**	**48 hrs**	**16 days**	**Tue 11/17/20**	**Tue 12/8/20**		
336	1.1.3.2.1.2.5.2.1	Development: IDD009 - Advanced Reconciliatio	24 hrs	10 days	Tue 11/17/20	Mon 11/30/20	334	HSO Dev1
337	1.1.3.2.1.2.5.2.2	Unit Testing: IDD009 - Advanced Reconciliation	4 hrs	3 days	Tue 12/1/20	Thu 12/3/20	336	HSO Dev1
338	1.1.3.2.1.2.5.2.3	Consultant Hand-Off: IDD009 - Advanced Recon	20 hrs	3 days	Fri 12/4/20	Tue 12/8/20	337	A.Bernstein,HSO Dev1
339	**1.1.3.2.1.2.5.3**	**Transfer & Test IDD009 - Advanced Reconciliation File - Key Bank - AP Account**	**17 hrs**	**10 days**	**Wed 12/9/20**	**Tue 12/22/20**		
340	1.1.3.2.1.2.5.3.1	Review, Train & Transfer: IDD009 - Advanced R	8 hrs	5 days	Wed 12/9/20	Wed 12/16/20	338	A.Bernstein,TR Lead
341	1.1.3.2.1.2.5.3.2	Test IDD009 - Advanced Reconciliation File - Ke	8 hrs	3 days	Wed 12/16/20	Fri 12/18/20	340	TR Lead
342	1.1.3.2.1.2.5.3.3	Accept IDD009 - Advanced Reconciliation File -	1 hr	2 days	Mon 12/21/20	Tue 12/22/20	341	TR Lead
343	**1.1.3.2.1.2.6**	**IDD010 - Advanced Reconciliation File - Key Bank - Payroll Account (Import File)**	**81 hrs**	**62 days**	**Mon 10/5/20**	**Tue 12/29/20**		
344	**1.1.3.2.1.2.6.1**	**Prepare IDD010 - Advanced Reconciliation File - Key Bank - Payroll Account**	**19 hrs**	**41 days**	**Mon 10/5/20**	**Mon 11/30/20**		
345	1.1.3.2.1.2.6.1.1	Develop Design: IDD010 - Advanced Reconciliat	12 hrs	15 days	Mon 10/5/20	Fri 11/13/20	6SS	A.Bernstein
346	1.1.3.2.1.2.6.1.2	Review Design: IDD010 - Advanced Reconciliatic	2 hrs	3 days	Mon 11/16/20	Wed 11/18/20	345	TR Lead
347	1.1.3.2.1.2.6.1.3	Discuss Design: IDD010 - Advanced Reconciliatic	2 hrs	5 days	Thu 11/19/20	Wed 11/25/20	346	A.Bernstein,TR Lead
348	1.1.3.2.1.2.6.1.4	Refine Design: IDD010 - Advanced Reconciliatio	2 hrs	1 day	Thu 11/26/20	Thu 11/26/20	347	A.Bernstein
349	1.1.3.2.1.2.6.1.5	Approve Design: IDD010 - Advanced Reconciliat	1 hr	2 days	Fri 11/27/20	Mon 11/30/20	348	TR Lead
350	**1.1.3.2.1.2.6.2**	**Develop IDD010 - Advanced Reconciliation File - Key Bank - Payroll Account**	**44 hrs**	**11 days**	**Tue 12/1/20**	**Tue 12/15/20**		
351	1.1.3.2.1.2.6.2.1	Development: IDD010 - Advanced Reconciliatio	8 hrs	5 days	Tue 12/1/20	Mon 12/7/20	349	HSO Dev1
352	1.1.3.2.1.2.6.2.2	Unit Testing: IDD010 - Advanced Reconciliation	4 hrs	3 days	Tue 12/8/20	Thu 12/10/20	351	HSO Dev1
353	1.1.3.2.1.2.6.2.3	Consultant Hand-Off: IDD010 - Advanced Recon	32 hrs	3 days	Fri 12/11/20	Tue 12/15/20	352	A.Bernstein,HSO Dev1
354	**1.1.3.2.1.2.6.3**	**Transfer & Test IDD010 - Advanced Reconciliation File - Key Bank - Payroll Account**	**18 hrs**	**10 days**	**Wed 12/16/20**	**Tue 12/29/20**		
355	1.1.3.2.1.2.6.3.1	Review, Train & Transfer: IDD010 - Advanced R	8 hrs	5 days	Wed 12/16/20	Wed 12/23/20	353	A.Bernstein,TR Lead
356	1.1.3.2.1.2.6.3.2	Test IDD010 - Advanced Reconciliation File - Ke	8 hrs	3 days	Wed 12/23/20	Fri 12/25/20	355	TR Lead
357	1.1.3.2.1.2.6.3.3	Accept IDD010 - Advanced Reconciliation File -	2 hrs	2 days	Mon 12/28/20	Tue 12/29/20	356	TR Lead
358	1.1.3.2.1.3	Accounts Payable	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
360	1.1.3.2.1.4	Accounts Receivable	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
362	1.1.3.2.2	Project & Grants	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
364	1.1.3.2.3	Procurement & Sourcing	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
366	**1.1.3.3**	**Documents & Reports Development**	**928.6 hrs**	**75 days**	**Mon 10/5/20**	**Fri 1/15/21**		
367	**1.1.3.3.1**	**Documents/Forms**	**422 hrs**	**75 days**	**Mon 10/5/20**	**Fri 1/15/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
368	**1.1.3.3.1.1**	**Finance & Control**	**272 hrs**	**75 days**	**Mon 10/5/20**	**Fri 1/15/21**		
435	~~1.1.3.3.1.2~~	~~Projects/Grants~~	~~0 hrs~~	~~0 days~~	~~Fri 10/9/20~~	~~Fri 10/9/20~~		
437	**1.1.3.3.1.3**	**Procurement**	**150 hrs**	**57 days**	**Mon 10/5/20**	**Tue 12/22/20**		
438	**1.1.3.3.1.3.1**	**RDD005 - Purchase Order**	**80 hrs**	**57 days**	**Mon 10/5/20**	**Tue 12/22/20**		
439	**1.1.3.3.1.3.1.1**	**Prepare RDD005 - Purchase Order**	**24 hrs**	**29 days**	**Mon 10/5/20**	**Thu 11/12/20**		
440	1.1.3.3.1.3.1.1.1	Develop Design: RDD005 - Purchase Order	12 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	PUR Lead,H.Walia
441	1.1.3.3.1.3.1.1.2	Review Design: RDD005 - Purchase Order	2 hrs	2 days	Mon 11/2/20	Tue 11/3/20	440	PUR Lead
442	1.1.3.3.1.3.1.1.3	Discuss Design: RDD005 - Purchase Order	4 hrs	3 days	Wed 11/4/20	Mon 11/9/20	441	PUR Lead,H.Walia
443	1.1.3.3.1.3.1.1.4	Refine Design: RDD005 - Purchase Order	4 hrs	2 days	Mon 11/9/20	Tue 11/10/20	442	H.Walia
444	1.1.3.3.1.3.1.1.5	Approve Design: RDD005 - Purchase Order	2 hrs	2 days	Wed 11/11/20	Thu 11/12/20	443	PUR Lead
445	**1.1.3.3.1.3.1.2**	**Develop RDD005 - Purchase Order**	**36 hrs**	**18 days**	**Fri 11/13/20**	**Tue 12/8/20**		
446	1.1.3.3.1.3.1.2.1	Development: RDD005 - Purchase Order	20 hrs	10 days	Fri 11/13/20	Thu 11/26/20	444	HSO Dev1
447	1.1.3.3.1.3.1.2.2	Unit Testing: RDD005 - Purchase Order	8 hrs	3 days	Fri 11/27/20	Tue 12/1/20	446	HSO Dev1
448	1.1.3.3.1.3.1.2.3	Consultant Hand-Off: RDD005 - Purchase Order	8 hrs	3 days	Wed 12/2/20	Tue 12/8/20	447	HSO Dev1,H.Walia
449	**1.1.3.3.1.3.1.3**	**Transfer & Test RDD005 - Purchase Order**	**20 hrs**	**10 days**	**Wed 12/9/20**	**Tue 12/22/20**		
450	1.1.3.3.1.3.1.3.1	Review, Train & Transfer: RDD005 - Purchase O	8 hrs	5 days	Wed 12/9/20	Wed 12/16/20	448	PUR Lead,H.Walia
451	1.1.3.3.1.3.1.3.2	Test: RDD005 - Purchase Order	8 hrs	3 days	Wed 12/16/20	Fri 12/18/20	450	PUR Lead
452	1.1.3.3.1.3.1.3.3	Accept: RDD005 - Purchase Order	4 hrs	2 days	Mon 12/21/20	Tue 12/22/20	451	PUR Lead
453	**1.1.3.3.1.3.2**	**RDD006 - Change Order**	**70 hrs**	**54 days**	**Mon 10/5/20**	**Thu 12/17/20**		
454	**1.1.3.3.1.3.2.1**	**Prepare RDD006 - Change Order**	**24 hrs**	**29 days**	**Mon 10/5/20**	**Thu 11/12/20**		
455	1.1.3.3.1.3.2.1.1	Develop Design: RDD006 - Change Order	12 hrs	20 days	Mon 10/5/20	Mon 11/2/20	6SS	PUR Lead,H.Walia
456	1.1.3.3.1.3.2.1.2	Review Design: RDD006 - Change Order	2 hrs	2 days	Mon 11/2/20	Tue 11/3/20	455	PUR Lead
457	1.1.3.3.1.3.2.1.3	Discuss Design: RDD006 - Change Order	4 hrs	3 days	Wed 11/4/20	Mon 11/9/20	456	PUR Lead,H.Walia
458	1.1.3.3.1.3.2.1.4	Refine Design: RDD006 - Change Order	4 hrs	2 days	Mon 11/9/20	Tue 11/10/20	457	H.Walia
459	1.1.3.3.1.3.2.1.5	Approve Design: RDD006 - Change Order	2 hrs	2 days	Wed 11/11/20	Thu 11/12/20	458	PUR Lead
460	**1.1.3.3.1.3.2.2**	**Develop RDD006 - Change Order**	**28 hrs**	**16 days**	**Fri 11/13/20**	**Fri 12/4/20**		
461	1.1.3.3.1.3.2.2.1	Development: RDD006 - Change Order	20 hrs	10 days	Fri 11/13/20	Thu 11/26/20	459	HSO Dev1
462	1.1.3.3.1.3.2.2.2	Unit Testing: RDD006 - Change Order	4 hrs	3 days	Fri 11/27/20	Tue 12/1/20	461	HSO Dev1
463	1.1.3.3.1.3.2.2.3	Consultant Hand-Off: RDD006 - Change Order	4 hrs	3 days	Wed 12/2/20	Fri 12/4/20	462	HSO Dev1,H.Walia
464	**1.1.3.3.1.3.2.3**	**Transfer & Test RDD006 - Change Order**	**18 hrs**	**9 days**	**Mon 12/7/20**	**Thu 12/17/20**		
465	1.1.3.3.1.3.2.3.1	Review, Train & Transfer: RDD006 - Change Ord	8 hrs	5 days	Mon 12/7/20	Mon 12/14/20	463	PUR Lead,H.Walia
466	1.1.3.3.1.3.2.3.2	Test: RDD006 - Change Order	8 hrs	2 days	Mon 12/14/20	Tue 12/15/20	465	PUR Lead
467	1.1.3.3.1.3.2.3.3	Accept: RDD006 - Change Order	2 hrs	2 days	Wed 12/16/20	Thu 12/17/20	466	PUR Lead
468	**1.1.3.3.2**	**Reports**	**506.6 hrs**	**62 days**	**Mon 10/5/20**	**Tue 12/29/20**		
469	**1.1.3.3.2.1**	**Finance & Control**	**320.6 hrs**	**62 days**	**Mon 10/5/20**	**Tue 12/29/20**		
470	**1.1.3.3.2.1.1**	**General Ledger**	**116 hrs**	**53 days**	**Mon 10/5/20**	**Wed 12/16/20**		
471	**1.1.3.3.2.1.1.1**	**RDD010 - Finance Report #1**	**62 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
472	**1.1.3.3.2.1.1.1.1**	**Prepare RDD010 - Finance Report #1**	**24 hrs**	**26 days**	**Mon 10/5/20**	**Mon 11/9/20**		
473	1.1.3.3.2.1.1.1.1.1	Develop Design: RDD010 - Finance Report #1	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein
474	1.1.3.3.2.1.1.1.1.2	Review Design: RDD010 - Finance Report #1	4 hrs	2 days	Mon 11/2/20	Tue 11/3/20	473	GL Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
475	1.1.3.3.2.1.1.1.1.3	Discuss Design: RDD010 - Finance Report #1	4 hrs	1 day	Wed 11/4/20	Wed 11/4/20	474	GL Lead,A.Bernstein
476	1.1.3.3.2.1.1.1.1.4	Refine Design: RDD010 - Finance Report #1	4 hrs	1 day	Thu 11/5/20	Thu 11/5/20	475	A.Bernstein
477	1.1.3.3.2.1.1.1.1.5	Approve Design: RDD010 - Finance Report #1	12 hrs	2 days	Fri 11/6/20	Mon 11/9/20	476	GL Lead
478	**1.1.3.3.2.1.1.1.2**	**Develop RDD010 - Finance Report #1**	**28 hrs**	**14 days**	**Tue 11/10/20**	**Mon 11/30/20**		
479	1.1.3.3.2.1.1.1.2.1	Development: RDD010 - Finance Report #1	20 hrs	10 days	Tue 11/10/20	Mon 11/23/20	477	HSO Dev1
480	1.1.3.3.2.1.1.1.2.2	Unit Testing: RDD010 - Finance Report #1	4 hrs	2 days	Tue 11/24/20	Wed 11/25/20	479	HSO Dev1
481	1.1.3.3.2.1.1.1.2.3	Consultant Hand-Off: RDD010 - Finance Repc	4 hrs	2 days	Thu 11/26/20	Mon 11/30/20	480	A.Bernstein,HSO Dev1
482	**1.1.3.3.2.1.1.1.3**	**Transfer & Test RDD010 - Finance Report #1**	**10 hrs**	**10 days**	**Mon 11/30/20**	**Fri 12/11/20**		
483	1.1.3.3.2.1.1.1.3.1	Review, Train & Transfer: RDD010 - Finance F	4 hrs	5 days	Mon 11/30/20	Mon 12/7/20	481	A.Bernstein,GL Lead
484	1.1.3.3.2.1.1.1.3.2	Test: RDD010 - Finance Report #1	4 hrs	3 days	Mon 12/7/20	Wed 12/9/20	483	GL Lead
485	1.1.3.3.2.1.1.1.3.3	Accept: RDD010 - Finance Report #1	2 hrs	2 days	Thu 12/10/20	Fri 12/11/20	484	GL Lead
486	**1.1.3.3.2.1.1.2**	**RDD011 - Finance Report #2**	**54 hrs**	**53 days**	**Mon 10/5/20**	**Wed 12/16/20**		
487	**1.1.3.3.2.1.1.2.1**	**Prepare RDD011 - Finance Report #2**	**23 hrs**	**30 days**	**Mon 10/5/20**	**Fri 11/13/20**		
488	1.1.3.3.2.1.1.2.1.1	Develop Design: RDD011 - Finance Report #2	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein
489	1.1.3.3.2.1.1.2.1.2	Review Design: RDD011 - Finance Report #2	4 hrs	4 days	Mon 11/2/20	Thu 11/5/20	488	GL Lead
490	1.1.3.3.2.1.1.2.1.3	Discuss Design: RDD011 - Finance Report #2	4 hrs	3 days	Fri 11/6/20	Tue 11/10/20	489	GL Lead,A.Bernstein
491	1.1.3.3.2.1.1.2.1.4	Refine Design: RDD011 - Finance Report #2	4 hrs	1 day	Wed 11/11/20	Wed 11/11/20	490	A.Bernstein
492	1.1.3.3.2.1.1.2.1.5	Approve Design: RDD011 - Finance Report #2	1 hr	2 days	Thu 11/12/20	Fri 11/13/20	491	GL Lead
493	**1.1.3.3.2.1.1.2.2**	**Develop RDD011 - Finance Report #2**	**20 hrs**	**14 days**	**Mon 11/16/20**	**Fri 12/4/20**		
494	1.1.3.3.2.1.1.2.2.1	Development: RDD011 - Finance Report #2	10 hrs	10 days	Mon 11/16/20	Fri 11/27/20	492	HSO Dev1
495	1.1.3.3.2.1.1.2.2.2	Unit Testing: RDD011 - Finance Report #2	8 hrs	2 days	Mon 11/30/20	Tue 12/1/20	494	HSO Dev1
496	1.1.3.3.2.1.1.2.2.3	Consultant Hand-Off: RDD011 - Finance Repc	2 hrs	2 days	Wed 12/2/20	Fri 12/4/20	495	HSO Dev1,A.Bernstein
497	**1.1.3.3.2.1.1.2.3**	**Transfer & Test RDD011 - Finance Report #2**	**11 hrs**	**9 days**	**Fri 12/4/20**	**Wed 12/16/20**		
498	1.1.3.3.2.1.1.2.3.1	Review, Train & Transfer: RDD011 - Finance F	2 hrs	2 days	Fri 12/4/20	Tue 12/8/20	496	A.Bernstein,GL Lead
499	1.1.3.3.2.1.1.2.3.2	Test: RDD011 - Finance Report #2	8 hrs	5 days	Tue 12/8/20	Mon 12/14/20	498	GL Lead
500	1.1.3.3.2.1.1.2.3.3	Accept: RDD011 - Finance Report #2	1 hr	2 days	Tue 12/15/20	Wed 12/16/20	499	GL Lead
501	**1.1.3.3.2.1.2**	**RDD012 - Treasury Report #1**	**53 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
502	**1.1.3.3.2.1.2.1**	**RDD012 - Treasury Report #1**	**53 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
503	**1.1.3.3.2.1.2.1.1**	**Prepare RDD012 - Treasury Report #1**	**24 hrs**	**26 days**	**Mon 10/5/20**	**Mon 11/9/20**		
504	1.1.3.3.2.1.2.1.1.1	Develop Design: RDD012 - Treasury Report #	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein
505	1.1.3.3.2.1.2.1.1.2	Review Design: RDD012 - Treasury Report #1	4 hrs	2 days	Mon 11/2/20	Tue 11/3/20	504	TR Lead
506	1.1.3.3.2.1.2.1.1.3	Discuss Design: RDD012 - Treasury Report #1	4 hrs	1 day	Wed 11/4/20	Thu 11/5/20	505	A.Bernstein,TR Lead
507	1.1.3.3.2.1.2.1.1.4	Refine Design: RDD012 - Treasury Report #1	4 hrs	1 day	Thu 11/5/20	Thu 11/5/20	506	A.Bernstein
508	1.1.3.3.2.1.2.1.1.5	Approve Design: RDD012 - Treasury Report #	2 hrs	2 days	Fri 11/6/20	Mon 11/9/20	507	TR Lead
509	**1.1.3.3.2.1.2.1.2**	**Develop RDD012 - Treasury Report #1**	**20 hrs**	**14 days**	**Tue 11/10/20**	**Mon 11/30/20**		
510	1.1.3.3.2.1.2.1.2.1	Development: RDD012 - Treasury Report #1	10 hrs	10 days	Tue 11/10/20	Mon 11/23/20	508	HSO Dev1
511	1.1.3.3.2.1.2.1.2.2	Unit Testing: RDD012 - Treasury Report #1	8 hrs	2 days	Tue 11/24/20	Wed 11/25/20	510	HSO Dev1
512	1.1.3.3.2.1.2.1.2.3	Consultant Hand-Off: RDD012 - Treasury Rep	2 hrs	2 days	Thu 11/26/20	Mon 11/30/20	511	HSO Dev1,A.Bernstein

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
513	**1.1.3.3.2.1.2.1.3**	**Transfer & Test RDD012 - Treasury Report #1**	**9 hrs**	**10 days**	**Mon 11/30/20**	**Fri 12/11/20**		
514	1.1.3.3.2.1.2.1.3.1	Review, Train & Transfer: RDD012 - Treasury	4 hrs	5 days	Mon 11/30/20	Mon 12/7/20	512	A.Bernstein,TR Lead
515	1.1.3.3.2.1.2.1.3.2	Test: RDD012 - Treasury Report #1	4 hrs	3 days	Mon 12/7/20	Wed 12/9/20	514	TR Lead
516	1.1.3.3.2.1.2.1.3.3	Accept: RDD012 - Treasury Report #1	1 hr	2 days	Thu 12/10/20	Fri 12/11/20	515	TR Lead
517	**1.1.3.3.2.1.3**	**Accounts payable**	**49 hrs**	**62 days**	**Mon 10/5/20**	**Tue 12/29/20**		
518	**1.1.3.3.2.1.3.1**	**RDD013 - AP Report #1**	**49 hrs**	**62 days**	**Mon 10/5/20**	**Tue 12/29/20**		
519	**1.1.3.3.2.1.3.1.1**	**Prepare RDD013 - AP Report #1**	**23 hrs**	**31 days**	**Mon 10/5/20**	**Mon 11/16/20**		
520	1.1.3.3.2.1.3.1.1.1	Develop Design: RDD013 - AP Report #1	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	H.Walia
521	1.1.3.3.2.1.3.1.1.2	Review Design: RDD013 - AP Report #1	4 hrs	4 days	Mon 11/2/20	Thu 11/5/20	520	AP Lead
522	1.1.3.3.2.1.3.1.1.3	Discuss Design: RDD013 - AP Report #1	4 hrs	3 days	Fri 11/6/20	Tue 11/10/20	521	AP Lead,H.Walia
523	1.1.3.3.2.1.3.1.1.4	Refine Design: RDD013 - AP Report #1	4 hrs	2 days	Wed 11/11/20	Thu 11/12/20	522	H.Walia
524	1.1.3.3.2.1.3.1.1.5	Approve Design: RDD013 - AP Report #1	1 hr	2 days	Fri 11/13/20	Mon 11/16/20	523	AP Lead
525	**1.1.3.3.2.1.3.1.2**	**Develop RDD013 - AP Report #1**	**16 hrs**	**14 days**	**Tue 11/17/20**	**Mon 12/7/20**		
526	1.1.3.3.2.1.3.1.2.1	Development: RDD013 - AP Report #1	10 hrs	10 days	Tue 11/17/20	Mon 11/30/20	524	HSO Dev1
527	1.1.3.3.2.1.3.1.2.2	Unit Testing: RDD013 - AP Report #1	4 hrs	2 days	Tue 12/1/20	Wed 12/2/20	526	HSO Dev1
528	1.1.3.3.2.1.3.1.2.3	Consultant Hand-Off: RDD013 - AP Report #1	2 hrs	2 days	Thu 12/3/20	Mon 12/7/20	527	HSO Dev1,H.Walia
529	**1.1.3.3.2.1.3.1.3**	**Transfer & Test RDD013 - AP Report #1**	**10 hrs**	**17 days**	**Mon 12/7/20**	**Tue 12/29/20**		
530	1.1.3.3.2.1.3.1.3.1	Review, Train & Transfer: RDD013 - AP Repor	4 hrs	10 days	Mon 12/7/20	Fri 12/18/20	528	AP Lead,H.Walia
531	1.1.3.3.2.1.3.1.3.2	Test: RDD013 - AP Report #1	4 hrs	5 days	Mon 12/21/20	Fri 12/25/20	530	AP Lead
532	1.1.3.3.2.1.3.1.3.3	Accept: RDD013 - AP Report #1	2 hrs	2 days	Mon 12/28/20	Tue 12/29/20	531	AP Lead
533	**1.1.3.3.2.1.4**	**Accounts receivable**	**102.6 hrs**	**54 days**	**Mon 10/5/20**	**Thu 12/17/20**		
534	**1.1.3.3.2.1.4.1**	**RDD014 - AR Report #1**	**102.6 hrs**	**54 days**	**Mon 10/5/20**	**Thu 12/17/20**		
535	**1.1.3.3.2.1.4.1.1**	**Prepare RDD014 - AR Report #1**	**28 hrs**	**28 days**	**Mon 10/5/20**	**Wed 11/11/20**		
536	1.1.3.3.2.1.4.1.1.1	Develop Design: RDD014 - AR Report #1	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	J.Oruwari
537	1.1.3.3.2.1.4.1.1.2	Review Design: RDD014 - AR Report #1	4 hrs	4 days	Mon 11/2/20	Thu 11/5/20	536	AR Lead
538	1.1.3.3.2.1.4.1.1.3	Discuss Design: RDD014 - AR Report #1	8 hrs	1 day	Fri 11/6/20	Fri 11/6/20	537	AR Lead,J.Oruwari
539	1.1.3.3.2.1.4.1.1.4	Refine Design: RDD014 - AR Report #1	4 hrs	1 day	Mon 11/9/20	Mon 11/9/20	538	J.Oruwari
540	1.1.3.3.2.1.4.1.1.5	Approve Design: RDD014 - AR Report #1	2 hrs	2 days	Tue 11/10/20	Wed 11/11/20	539	AR Lead
541	**1.1.3.3.2.1.4.1.2**	**Develop RDD014 - AR Report #1**	**49.6 hrs**	**9 days**	**Thu 11/12/20**	**Tue 11/24/20**		
542	1.1.3.3.2.1.4.1.2.1	Development: RDD014 - AR Report #1	36 hrs	5 days	Thu 11/12/20	Wed 11/18/20	540	HSO Dev1
543	1.1.3.3.2.1.4.1.2.2	Unit Testing: RDD014 - AR Report #1	12 hrs	2 days	Thu 11/19/20	Fri 11/20/20	542	HSO Dev1
544	1.1.3.3.2.1.4.1.2.3	Consultant Hand-Off: RDD014 - AR Report #1	1.6 hrs	2 days	Mon 11/23/20	Tue 11/24/20	543	HSO Dev1,H.Walia
545	**1.1.3.3.2.1.4.1.3**	**Transfer & Test RDD014 - AR Report #1**	**25 hrs**	**17 days**	**Wed 11/25/20**	**Thu 12/17/20**		
546	1.1.3.3.2.1.4.1.3.1	Review, Train & Transfer: RDD014 - AR Repor	16 hrs	10 days	Wed 11/25/20	Tue 12/8/20	544	H.Walia,AR Lead
547	1.1.3.3.2.1.4.1.3.2	Test: RDD014 - AR Report #1	8 hrs	5 days	Wed 12/9/20	Tue 12/15/20	546	AR Lead
548	1.1.3.3.2.1.4.1.3.3	Accept: RDD014 - AR Report #1	1 hr	2 days	Wed 12/16/20	Thu 12/17/20	547	AR Lead
549	**1.1.3.3.2.2**	**Projects & Grants**	**110 hrs**	**59 days**	**Mon 10/5/20**	**Thu 12/24/20**		
550	**1.1.3.3.2.2.1**	**Prepare RDD015 - Project Report #1**	**29 hrs**	**35 days**	**Mon 10/5/20**	**Fri 11/20/20**		
551	1.1.3.3.2.2.1.1	Develop Design: RDD015 - Project Report #1	16 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	J.Oruwari

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
552	1.1.3.3.2.2.1.2	Review Design: RDD015 - Project Report #1	4 hrs	4 days	Mon 11/2/20	Thu 11/5/20	551	PROJ Lead
553	1.1.3.3.2.2.1.3	Discuss Design: RDD015 - Project Report #1	4 hrs	1 day	Fri 11/6/20	Fri 11/6/20	552	PROJ Lead,J.Oruwari
554	1.1.3.3.2.2.1.4	Refine Design: RDD015 - Project Report #1	4 hrs	1 day	Wed 11/18/20	Wed 11/18/20	553	J.Oruwari
555	1.1.3.3.2.2.1.5	Approve Design: RDD015 - Project Report #1	1 hr	2 days	Thu 11/19/20	Fri 11/20/20	554	PROJ Lead
556	**1.1.3.3.2.2.2**	**Develop RDD015 - Project Report #1**	**56 hrs**	**14 days**	**Mon 11/23/20**	**Thu 12/10/20**		
557	1.1.3.3.2.2.2.1	Development: RDD015 - Project Report #1	36 hrs	10 days	Mon 11/23/20	Fri 12/4/20	555	HSO Dev1
558	1.1.3.3.2.2.2.2	Unit Testing: RDD015 - Project Report #1	12 hrs	2 days	Mon 12/7/20	Tue 12/8/20	557	HSO Dev1
559	1.1.3.3.2.2.2.3	Consultant Hand-Off: RDD015 - Project Report #1	8 hrs	2 days	Wed 12/9/20	Thu 12/10/20	558	HSO Dev1,J.Oruwari
560	**1.1.3.3.2.2.3**	**Transfer & Test RDD015 - Project Report #1**	**25 hrs**	**10 days**	**Fri 12/11/20**	**Thu 12/24/20**		
561	1.1.3.3.2.2.3.1	Review, Train & Transfer: RDD015 - Project Repor	16 hrs	5 days	Fri 12/11/20	Thu 12/17/20	559	PROJ Lead,J.Oruwari
562	1.1.3.3.2.2.3.2	Test: RDD015 - Project Report #1	8 hrs	3 days	Fri 12/18/20	Tue 12/22/20	561	PROJ Lead
563	1.1.3.3.2.2.3.3	Accept: RDD015 - Project Report #1	1 hr	2 days	Wed 12/23/20	Thu 12/24/20	562	PROJ Lead
564	**1.1.3.3.2.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**76 hrs**	**61 days**	**Mon 10/5/20**	**Mon 12/28/20**		
565	**1.1.3.3.2.3.1**	**RDD016 - Procurement Report #1**	**76 hrs**	**61 days**	**Mon 10/5/20**	**Mon 12/28/20**		
566	**1.1.3.3.2.3.1.1**	**Prepare RDD016 - Procurement Report #1**	**24 hrs**	**30 days**	**Mon 10/5/20**	**Fri 11/13/20**		
567	1.1.3.3.2.3.1.1.1	Develop Design: RDD016 - Procurement Report	10 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	H.Walia
568	1.1.3.3.2.3.1.1.2	Review Design: RDD016 - Procurement Report	4 hrs	4 days	Mon 11/2/20	Thu 11/5/20	567	PUR Lead
569	1.1.3.3.2.3.1.1.3	Discuss Design: RDD016 - Procurement Report	4 hrs	1 day	Fri 11/6/20	Fri 11/6/20	568	PUR Lead,H.Walia
570	1.1.3.3.2.3.1.1.4	Refine Design: RDD016 - Procurement Report #	4 hrs	1 day	Wed 11/11/20	Wed 11/11/20	569	H.Walia
571	1.1.3.3.2.3.1.1.5	Approve Design: RDD016 - Procurement Report	2 hrs	2 days	Thu 11/12/20	Fri 11/13/20	570	PUR Lead
572	**1.1.3.3.2.3.1.2**	**Develop RDD016 - Procurement Report #1**	**26 hrs**	**14 days**	**Mon 11/16/20**	**Thu 12/3/20**		
573	1.1.3.3.2.3.1.2.1	Development: RDD016 - Procurement Report #	16 hrs	10 days	Mon 11/16/20	Fri 11/27/20	571	HSO Dev1
574	1.1.3.3.2.3.1.2.2	Unit Testing: RDD016 - Procurement Report #1	8 hrs	2 days	Mon 11/30/20	Tue 12/1/20	573	HSO Dev1
575	1.1.3.3.2.3.1.2.3	Consultant Hand-Off: RDD016 - Procurement Re	2 hrs	2 days	Wed 12/2/20	Thu 12/3/20	574	HSO Dev1,H.Walia
576	**1.1.3.3.2.3.1.3**	**Transfer & Test RDD016 - Procurement Report #1**	**26 hrs**	**17 days**	**Fri 12/4/20**	**Mon 12/28/20**		
577	1.1.3.3.2.3.1.3.1	Review, Train & Transfer: RDD016 - Procuremer	16 hrs	10 days	Fri 12/4/20	Thu 12/17/20	575	PUR Lead,H.Walia
578	1.1.3.3.2.3.1.3.2	Test: RDD016 - Procurement Report #1	8 hrs	5 days	Fri 12/18/20	Thu 12/24/20	577	PUR Lead
579	1.1.3.3.2.3.1.3.3	Accept: RDD016 - Procurement Report #1	2 hrs	2 days	Fri 12/25/20	Mon 12/28/20	578	PUR Lead
580	**1.1.4**	**Reporting Tools KT / Training**	**136 hrs**	**70 days**	**Mon 11/2/20**	**Fri 2/5/21**		
581	1.1.4.1	Technical training Power BI (PBI)	32 hrs	30 days	Mon 11/2/20	Fri 12/11/20	6FS+10 days	HSO PowerBI,CoR Reports
582	1.1.4.2	Power BI Report Development	80 hrs	40 days	Mon 12/14/20	Fri 2/5/21	581	CoR CC
583	1.1.4.3	Support Power BI Report Deployment	24 hrs	40 days	Mon 12/14/20	Fri 2/5/21	582SS	HSO PowerBI
584	**1.1.5**	**D365 development managed support**	**48 hrs**	**90 days**	**Mon 10/5/20**	**Fri 2/5/21**		
585	1.1.5.1	Reprovisioning/update all D365 environments	24 hrs	90 days	Mon 10/5/20	Fri 2/5/21	6SS	HSO AA
586	1.1.5.2	Release code builds from DEV > BUILD > Testing	24 hrs	90 days	Mon 10/5/20	Fri 2/5/21	585SS	HSO AA
587	**1.1.6**	**Authorizations/Workflow/Personalizations**	**305 hrs**	**60 days**	**Mon 11/2/20**	**Fri 1/22/21**		
588	**1.1.6.1**	**Authorizations**	**36 hrs**	**40 days**	**Mon 11/30/20**	**Fri 1/22/21**		
589	**1.1.6.1.1**	**Authorizations Instruction (Roles)**	**36 hrs**	**40 days**	**Mon 11/30/20**	**Fri 1/22/21**		
590	1.1.6.1.1.1	Meetings to review Authorizations/Roles	16 hrs	20 days	Mon 11/30/20	Fri 12/25/20	9SS+20 days	HSO AA,CoR CC

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
591	1.1.6.1.1.2	Configure Authorizations/Roles	16 hrs	20 days	Mon 12/28/20	Fri 1/22/21	590	CoR CC
592	1.1.6.1.1.3	Support Authorizations/Roles Configurations	4 hrs	20 days	Mon 12/28/20	Fri 1/22/21	591SS	HSO AA
593	**1.1.6.2**	**Workflow Instruction, Design, Configuration**	**217 hrs**	**51 days**	**Mon 11/2/20**	**Mon 1/11/21**		
594	**1.1.6.2.1**	**Workflow Instruction and Design Sessions**	**217 hrs**	**51 days**	**Mon 11/2/20**	**Mon 1/11/21**		
595	**1.1.6.2.1.1**	**Finance & Control**	**117 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
596	**1.1.6.2.1.1.1**	**General Ledger**	**32 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
597	1.1.6.2.1.1.1.1	Workflow Instruction and Design Sessions	16 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	A.Bernstein,GL Lead,CoR CC
598	1.1.6.2.1.1.1.2	Workflow Configurations	10 hrs	25 days	Mon 11/30/20	Fri 1/1/21	597	CoR CC,GL Lead
599	1.1.6.2.1.1.1.3	Workflow Configuration Support	6 hrs	30 days	Mon 11/30/20	Fri 1/8/21	598SS	A.Bernstein
600	**1.1.6.2.1.1.2**	**Treasury/Cash & Bank**	**32 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
601	1.1.6.2.1.1.2.1	Workflow Instruction and Design Sessions	16 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	A.Bernstein,CoR CC,TR Lead
602	1.1.6.2.1.1.2.2	Workflow Configurations	10 hrs	25 days	Mon 11/30/20	Fri 1/1/21	601	CoR CC,TR Lead
603	1.1.6.2.1.1.2.3	Workflow Configuration Support	6 hrs	30 days	Mon 11/30/20	Fri 1/8/21	602SS	A.Bernstein
604	**1.1.6.2.1.1.3**	**Accounts payable**	**32 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
605	1.1.6.2.1.1.3.1	Workflow Instruction and Design Sessions	16 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	CoR CC,AP Lead,H.Walia
606	1.1.6.2.1.1.3.2	Workflow Configurations	10 hrs	25 days	Mon 11/30/20	Fri 1/1/21	605	CoR CC,AP Lead
607	1.1.6.2.1.1.3.3	Workflow Configuration Support	6 hrs	30 days	Mon 11/30/20	Fri 1/8/21	606SS	A.Bernstein
608	**1.1.6.2.1.1.4**	**Accounts receivable**	**21 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
609	1.1.6.2.1.1.4.1	Workflow Instruction and Design Sessions	12 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	CoR CC,AR Lead,J.Oruwari
610	1.1.6.2.1.1.4.2	Workflow Configurations	6 hrs	25 days	Mon 11/30/20	Fri 1/1/21	609	CoR CC,AR Lead
611	1.1.6.2.1.1.4.3	Workflow Configuration Support	3 hrs	30 days	Mon 11/30/20	Fri 1/8/21	610SS	J.Oruwari
612	**1.1.6.2.1.2**	**Projects & Grants**	**44 hrs**	**51 days**	**Mon 11/2/20**	**Mon 1/11/21**		
613	1.1.6.2.1.2.1	Workflow Instruction and Design Sessions	28 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	J.Oruwari,CoR CC,PROJ Lead
614	1.1.6.2.1.2.2	Workflow Configurations	10 hrs	25 days	Tue 12/1/20	Mon 1/4/21	613	CoR CC,PROJ Lead
615	1.1.6.2.1.2.3	Workflow Configuration Support	6 hrs	30 days	Tue 12/1/20	Mon 1/11/21	614SS	J.Oruwari
616	**1.1.6.2.1.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**56 hrs**	**50 days**	**Mon 11/2/20**	**Fri 1/8/21**		
617	1.1.6.2.1.3.1	Workflow Instruction and Design Sessions	28 hrs	20 days	Mon 11/2/20	Mon 11/30/20	6FS+10 days	CoR CC,PROJ Lead,H.Walia
618	1.1.6.2.1.3.2	Workflow Configurations	16 hrs	25 days	Mon 11/30/20	Fri 1/1/21	617	CoR CC,PROJ Lead
619	1.1.6.2.1.3.3	Workflow Configuration Support	12 hrs	30 days	Mon 11/30/20	Fri 1/8/21	618SS	H.Walia
620	**1.1.6.3**	**Personalizations**	**52 hrs**	**60 days**	**Mon 11/2/20**	**Fri 1/22/21**		
621	1.1.6.3.1	Personalizations instructions	8 hrs	20 days	Mon 11/2/20	Fri 11/27/20	6FS+10 days	HSO AA,CoR CC
622	1.1.6.3.2	Specify and make personalizations	36 hrs	40 days	Mon 11/30/20	Fri 1/22/21	621	CoR CC
623	1.1.6.3.3	Personalizations Support	8 hrs	40 days	Mon 11/30/20	Fri 1/22/21	621	HSO AA
624	**1.1.7**	**Testing - (Cross) Functional Business Scenarios**	**252 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
625	**1.1.7.1**	**Finance & Control**	**136 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
626	**1.1.7.1.1**	**General Ledger**	**34 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
627	1.1.7.1.1.1	Test functional business scenarios	16 hrs	30 days	Mon 10/19/20	Fri 11/27/20	5	GL Lead
628	1.1.7.1.1.2	Test cross functional business scenarios	8 hrs	30 days	Mon 11/30/20	Fri 1/8/21	627	GL Lead
629	1.1.7.1.1.3	Support (cross) functional business scenario testing	10 hrs	30 days	Mon 11/30/20	Fri 1/8/21	628SS	A.Bernstein
630	**1.1.7.1.2**	**Treasury/Cash & Bank**	**34 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
631	1.1.7.1.2.1	Test functional business scenarios	16 hrs	30 days	Mon 10/19/20	Fri 11/27/20	10	TR Lead
632	1.1.7.1.2.2	Test cross functional business scenarios	8 hrs	30 days	Mon 11/30/20	Fri 1/8/21	631	TR Lead
633	1.1.7.1.2.3	Support (cross) functional business scenario testing	10 hrs	30 days	Mon 11/30/20	Fri 1/8/21	632SS	A.Bernstein
634	**1.1.7.1.3**	**Accounts payable**	**34 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
635	1.1.7.1.3.1	Test functional business scenarios	16 hrs	30 days	Mon 10/19/20	Fri 11/27/20	15	AP Lead
636	1.1.7.1.3.2	Test cross functional business scenarios	8 hrs	30 days	Mon 11/30/20	Fri 1/8/21	635	AP Lead
637	1.1.7.1.3.3	Support (cross) functional business scenario testing	10 hrs	30 days	Mon 11/30/20	Fri 1/8/21	636SS	H.Walia
638	**1.1.7.1.4**	**Accounts receivable**	**34 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
639	1.1.7.1.4.1	Test functional business scenarios	16 hrs	30 days	Mon 10/19/20	Fri 11/27/20	20	AR Lead
640	1.1.7.1.4.2	Test cross functional business scenarios	8 hrs	30 days	Mon 11/30/20	Fri 1/8/21	639	AR Lead
641	1.1.7.1.4.3	Support (cross) functional business scenario testing	10 hrs	30 days	Thu 11/12/20	Wed 12/23/20	639SS	J.Oruwari
642	**1.1.7.2**	**Projects & Grants**	**60 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
643	1.1.7.2.1	Test functional business scenarios	32 hrs	30 days	Mon 10/19/20	Fri 11/27/20	25	PROJ Lead
644	1.1.7.2.2	Test cross functional business scenarios	16 hrs	30 days	Mon 11/30/20	Fri 1/8/21	643	PROJ Lead
645	1.1.7.2.3	Support (cross) functional business scenario testing	12 hrs	30 days	Thu 11/12/20	Wed 12/23/20	643SS	J.Oruwari
646	**1.1.7.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**56 hrs**	**60 days**	**Mon 10/19/20**	**Fri 1/8/21**		
647	1.1.7.3.1	Test functional business scenarios	32 hrs	30 days	Mon 10/19/20	Fri 11/27/20	30	PUR Lead
648	1.1.7.3.2	Test cross functional business scenarios	12 hrs	30 days	Mon 11/30/20	Fri 1/8/21	647	PUR Lead
649	1.1.7.3.3	Support (cross) functional business scenario testing	12 hrs	30 days	Mon 11/30/20	Fri 1/8/21	648SS	H.Walia
650	**1.1.8**	**Data Migration**	**297 hrs**	**59 days**	**Mon 10/5/20**	**Thu 12/24/20**		
651	**1.1.8.1**	**Preliminary Data Migration**	**224 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
652	**1.1.8.1.1**	**Finance & Control**	**128 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
653	**1.1.8.1.1.1**	**General Ledger**	**64 hrs**	**42 days**	**Mon 10/5/20**	**Tue 12/1/20**		
654	**1.1.8.1.1.1.1**	**GL Balances, Prior Year & YTD**	**32 hrs**	**40 days**	**Mon 10/5/20**	**Fri 11/27/20**		
655	1.1.8.1.1.1.1.1	Data mapping & extract	16 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein,GL Lead,CoR CC,HSO DM
656	1.1.8.1.1.1.1.2	Import to D365	12 hrs	15 days	Mon 11/2/20	Fri 11/20/20	655	GL Lead,CoR CC,A.Bernstein
657	1.1.8.1.1.1.1.3	Data validation	4 hrs	5 days	Mon 11/23/20	Fri 11/27/20	656	GL Lead
658	**1.1.8.1.1.1.2**	**Budgets and Budget Adjustments, Prior Year & Current YTD**	**32 hrs**	**42 days**	**Mon 10/5/20**	**Tue 12/1/20**		
659	1.1.8.1.1.1.2.1	Data mapping & extract	16 hrs	20 days	Mon 10/5/20	Fri 10/30/20	6SS	A.Bernstein,GL Lead,CoR CC,HSO DM
660	1.1.8.1.1.1.2.2	Import to D365	12 hrs	15 days	Wed 11/4/20	Tue 11/24/20	659	GL Lead,CoR CC,A.Bernstein
661	1.1.8.1.1.1.2.3	Data validation	4 hrs	5 days	Wed 11/25/20	Tue 12/1/20	660	GL Lead
662	**1.1.8.1.1.2**	**Treasury/Cash & Bank**	**0 hrs**	**0 days**	**Fri 10/9/20**	**Fri 10/9/20**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
663	1.1.8.1.1.2.1	None identified	0 hrs	0 days	Fri 10/9/20	Fri 10/9/20		
664	**1.1.8.1.1.3**	**Accounts Payable**	**64 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
665	**1.1.8.1.1.3.1**	**Vendors, Vendor Address, Vendor Contacts, Bank Accounts**	**32 hrs**	**45 days**	**Mon 10/5/20**	**Fri 12/4/20**		
666	1.1.8.1.1.3.1.1	Data mapping & extract	16 hrs	25 days	Mon 10/5/20	Fri 11/6/20	6SS	CoR CC,HSO DM,AP Lead,H.Walia
667	1.1.8.1.1.3.1.2	Import to D365	12 hrs	15 days	Mon 11/9/20	Fri 11/27/20	666	HSO DM,H.Walia
668	1.1.8.1.1.3.1.3	Data validation	4 hrs	5 days	Mon 11/30/20	Fri 12/4/20	667	AP Lead
669	**1.1.8.1.1.3.2**	**Vendor 1099 Balances**	**32 hrs**	**50 days**	**Mon 10/5/20**	**Fri 12/11/20**		
670	1.1.8.1.1.3.2.1	Data mapping & extract	16 hrs	35 days	Mon 10/5/20	Fri 11/20/20		CoR CC,HSO DM,AP Lead,H.Walia
671	1.1.8.1.1.3.2.2	Import to D365	12 hrs	10 days	Mon 11/23/20	Fri 12/4/20	670	HSO DM,H.Walia
672	1.1.8.1.1.3.2.3	Data validation	4 hrs	5 days	Mon 12/7/20	Fri 12/11/20	671	AP Lead
673	1.1.8.1.2	Projects & Grants	36 hrs	26 days	Mon 10/5/20	Mon 11/9/20		
678	1.1.8.1.3	Accounts Receivable	40 hrs	26 days	Mon 10/5/20	Mon 11/9/20		
683	**1.1.8.1.4**	**Procurement & Sourcing**	**96 hrs**	**21 days**	**Mon 10/5/20**	**Mon 11/2/20**		
684	**1.1.8.1.4.1**	**Procurement categories**	**96 hrs**	**21 days**	**Mon 10/5/20**	**Mon 11/2/20**		
685	1.1.8.1.4.1.1	Data mapping & extract	8 hrs	6 days	Mon 10/5/20	Mon 10/12/20		CoR CC,HSO DM,PUR Lead,H.Walia
686	1.1.8.1.4.1.2	Import to D365	84 hrs	10 days	Tue 10/13/20	Mon 10/26/20	685	HSO DM,H.Walia
687	1.1.8.1.4.1.3	Data validation	4 hrs	5 days	Tue 10/27/20	Mon 11/2/20	686	PUR Lead
688	**1.1.8.2**	**Iterative Data Migration (Basic)**	**73 hrs**	**25 days**	**Fri 11/20/20**	**Thu 12/24/20**		
689	1.1.8.2.1	Iterative data management	35 hrs	25 days	Fri 11/20/20	Thu 12/24/20	651FS-20 days	HSO DM
690	1.1.8.2.2	Import data into other D365 Environments	35 hrs	25 days	Fri 11/20/20	Thu 12/24/20	689SS	HSO DM
691	1.1.8.2.3	Optimize conversion processes	3 hrs	25 days	Fri 11/20/20	Thu 12/24/20	689SS	HSO DM
692	**1.1.9**	**Conference Room Pilot 3 (CRP3)**	**204 hrs**	**26 days**	**Fri 12/25/20**	**Fri 1/29/21**		
693	**1.1.9.1**	**CRP3 Readiness**	**32 hrs**	**16 days**	**Fri 12/25/20**	**Fri 1/15/21**		
694	1.1.9.1.1	Schedule & Align Participants & Facilities	8 hrs	10 days	Fri 12/25/20	Thu 1/7/21	697SS-10 days	J.Freeland
695	1.1.9.1.2	Confirm Test Scenarios Prepared	8 hrs	5 days	Mon 1/11/21	Fri 1/15/21	624	K.Goode,J.Freeland
696	1.1.9.1.3	Confirm Test Cases Prepared	8 hrs	5 days	Mon 1/11/21	Fri 1/15/21	624	K.Goode,J.Freeland
697	1.1.9.1.4	Confirm CRP3 Data Migration	8 hrs	5 days	Mon 1/4/21	Fri 1/8/21	651FS+15 days	K.Goode,J.Freeland
698	**1.1.9.2**	**CRP3 Execution**	**172 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
699	**1.1.9.2.1**	**Finance & Control**	**104 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
700	**1.1.9.2.1.1**	**General Ledger**	**26 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
701	1.1.9.2.1.1.1	Review/Execute as defined	16 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	A.Bernstein,GL Lead
702	1.1.9.2.1.1.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	701SS	A.Bernstein,GL Lead
703	1.1.9.2.1.1.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	701FS-3 days	A.Bernstein
704	**1.1.9.2.1.2**	**Treasury/Cash & Bank**	**26 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
705	1.1.9.2.1.2.1	Review/Execute as defined	16 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	A.Bernstein,TR Lead
706	1.1.9.2.1.2.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	705SS	A.Bernstein,TR Lead
707	1.1.9.2.1.2.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	705FS-3 days	A.Bernstein

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
708	**1.1.9.2.1.3**	**Accounts payable**	**26 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
709	1.1.9.2.1.3.1	Review/Execute as defined	16 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	A.Bernstein,AP Lead
710	1.1.9.2.1.3.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	709SS	A.Bernstein,AP Lead
711	1.1.9.2.1.3.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	709FS-3 days	A.Bernstein
712	**1.1.9.2.1.4**	**Accounts receivable**	**26 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
713	1.1.9.2.1.4.1	Review/Execute as defined	16 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	H.Walia,AR Lead
714	1.1.9.2.1.4.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	713SS	H.Walia,AR Lead
715	1.1.9.2.1.4.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	713FS-3 days	H.Walia
716	**1.1.9.2.2**	**Projects & Grants**	**34 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
717	1.1.9.2.2.1	Review/Execute as defined	24 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	J.Oruwari,PROJ Lead
718	1.1.9.2.2.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	717SS	J.Oruwari,PROJ Lead
719	1.1.9.2.2.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	717FS-3 days	J.Oruwari
720	**1.1.9.2.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**34 hrs**	**10 days**	**Mon 1/18/21**	**Fri 1/29/21**		
721	1.1.9.2.3.1	Review/Execute as defined	24 hrs	10 days	Mon 1/18/21	Fri 1/29/21	693	J.Oruwari,PUR Lead
722	1.1.9.2.3.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 1/18/21	Fri 1/29/21	721SS	J.Oruwari,PUR Lead
723	1.1.9.2.3.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 1/27/21	Fri 1/29/21	721FS-3 days	J.Oruwari
724	**1.1.10**	**Project Management**	**86 hrs**	**109 days**	**Wed 9/2/20**	**Mon 2/1/21**		
725	**1.1.10.1**	**Phase Deliverables & Milestones**	**10 hrs**	**76 days**	**Mon 10/19/20**	**Mon 2/1/21**		
726	1.1.10.1.1	Reporting Tools and Training	2 hrs	1 day	Mon 12/14/20	Mon 12/14/20	581	K.Goode,J.Freeland
727	1.1.10.1.2	Gold Environment Configuration/Testing	2 hrs	1 day	Mon 10/19/20	Mon 10/19/20	3	K.Goode,J.Freeland
728	1.1.10.1.3	Functional Scenario Testing 1	2 hrs	1 day	Mon 11/30/20	Mon 11/30/20	624FS-30 days	K.Goode,J.Freeland
729	1.1.10.1.4	Functional Scenario Testing 2	2 hrs	1 day	Mon 1/11/21	Mon 1/11/21	624	K.Goode,J.Freeland
730	1.1.10.1.5	Conference Room Pilot (CRP3) Complete	1 hr	1 day	Fri 1/29/21	Fri 1/29/21	692FF	K.Goode,J.Freeland
731	1.1.10.1.6	Develop Phase Sign-Off: Proceed to Deliver Phase	1 hr	1 day	Mon 2/1/21	Mon 2/1/21	3,204,468,594	K.Goode,J.Freeland
732	**1.1.10.2**	**Project management and control**	**76 hrs**	**61.25 days**	**Wed 9/2/20**	**Thu 11/26/20**		
733	**1.1.10.2.1**	**PMO Weekly Meetings**	**52 hrs**	**35.25 days**	**Mon 10/5/20**	**Mon 11/23/20**		
747	**1.1.10.2.2**	**Key User Meetings**	**24 hrs**	**50.25 days**	**Wed 9/2/20**	**Wed 11/11/20**		
754	**1.1.10.2.3**	**Steering Committee Meetings**	**0 hrs**	**60.25 days**	**Thu 9/3/20**	**Thu 11/26/20**		
762	**1.2**	**Deliver**	**2,066 hrs**	**263 days**	**Mon 2/8/21**	**Wed 2/9/22**		
763	**1.2.1**	**CRP3 Follow-up/Issue Resolution**	**416 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
764	**1.2.1.1**	**Finance & Control**	**232 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
765	**1.2.1.1.1**	**General Ledger**	**64 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
766	1.2.1.1.1.1	Resolve outstanding test and scenario issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	700	A.Bernstein,GL Lead
767	1.2.1.1.1.2	Resolve outstanding setup and configurations issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	700	A.Bernstein,GL Lead
768	1.2.1.1.1.3	Resolve outstanding extensions issues	8 hrs	19 days	Mon 2/8/21	Thu 3/4/21	700	HSO Dev1
769	1.2.1.1.1.4	Resolve outstanding interface issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	700	HSO Dev1
770	1.2.1.1.1.5	Resolve outstanding document/reports issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	700	HSO Dev1
771	**1.2.1.1.2**	**Treasury/Cash & Bank**	**36 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
772	1.2.1.1.2.1	Resolve outstanding test and scenario issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	704	A.Bernstein,TR Lead
773	1.2.1.1.2.2	Resolve outstanding setup and configurations issues	8 hrs	20 days	Mon 2/1/21	Fri 2/26/21	704	A.Bernstein,TR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
774	1.2.1.1.2.3	Resolve outstanding extensions issues	8 hrs	19 days	Mon 2/8/21	Thu 3/4/21	704	HSO Dev1
775	1.2.1.1.2.4	Resolve outstanding interface issues	4 hrs	20 days	Mon 2/1/21	Fri 2/26/21	704	HSO Dev1
776	1.2.1.1.2.5	Resolve outstanding document/reports issues	8 hrs	20 days	Mon 2/1/21	Fri 2/26/21	704	HSO Dev1
777	**1.2.1.1.3**	**Accounts payable**	**80 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
778	1.2.1.1.3.1	Resolve outstanding test and scenario issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	708	AP Lead,H.Walia
779	1.2.1.1.3.2	Resolve outstanding setup and configurations issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	708	AP Lead,H.Walia
780	1.2.1.1.3.3	Resolve outstanding extensions issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	708	HSO Dev1
781	1.2.1.1.3.4	Resolve outstanding interface issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	708	HSO Dev1
782	1.2.1.1.3.5	Resolve outstanding document/reports issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	708	HSO Dev1
783	**1.2.1.1.4**	**Accounts receivable**	**52 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
784	1.2.1.1.4.1	Resolve outstanding test and scenario issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	712	AR Lead,J.Oruwari
785	1.2.1.1.4.2	Resolve outstanding setup and configurations issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	712	AR Lead,J.Oruwari
786	1.2.1.1.4.3	Resolve outstanding extensions issues	8 hrs	19 days	Mon 2/8/21	Thu 3/4/21		HSO Dev1
787	1.2.1.1.4.4	Resolve outstanding interface issues	4 hrs	20 days	Mon 2/1/21	Fri 2/26/21	712	HSO Dev1
788	1.2.1.1.4.5	Resolve outstanding document/reports issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	712	HSO Dev1
789	**1.2.1.2**	**Projects & Grants**	**80 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
790	1.2.1.2.1	Resolve outstanding test and scenario issues	40 hrs	20 days	Mon 2/1/21	Fri 2/26/21	716	J.Oruwari,PROJ Lead
791	1.2.1.2.2	Resolve outstanding setup and configurations issues	20 hrs	20 days	Mon 2/1/21	Fri 2/26/21	716	J.Oruwari,PROJ Lead
792	1.2.1.2.3	Resolve outstanding extensions issues	8 hrs	19 days	Mon 2/8/21	Thu 3/4/21	716	HSO Dev1
793	1.2.1.2.4	Resolve outstanding interface issues	4 hrs	20 days	Mon 2/1/21	Fri 2/26/21	716	HSO Dev1
794	1.2.1.2.5	Resolve outstanding document/reports issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	716	HSO Dev1
795	**1.2.1.3**	**Procurement & Sourcing**	**104 hrs**	**20 days**	**Mon 2/1/21**	**Fri 2/26/21**		
796	1.2.1.3.1	Resolve outstanding test and scenario issues	40 hrs	20 days	Mon 2/1/21	Fri 2/26/21	720	PUR Lead,H.Walia
797	1.2.1.3.2	Resolve outstanding setup and configurations issues	40 hrs	20 days	Mon 2/1/21	Fri 2/26/21	720	PUR Lead,H.Walia
798	1.2.1.3.3	Resolve outstanding extensions issues	8 hrs	19 days	Fri 2/12/21	Wed 3/10/21	720	HSO Dev1
799	1.2.1.3.4	Resolve outstanding interface issues	8 hrs	20 days	Mon 2/1/21	Fri 2/26/21	720	HSO Dev1
800	1.2.1.3.5	Resolve outstanding document/reports issues	16 hrs	20 days	Mon 2/1/21	Fri 2/26/21	720	HSO Dev1
801	**1.2.2**	**Complete system setup - Parameters/Basic (GOLD)**	**50 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
802	**1.2.2.1**	**Finance & Control**	**26 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
803	**1.2.2.1.1**	**General Ledger**	**6 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
804	1.2.2.1.1.1	Check & complete parameter & data setup	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	700	GL Lead
805	1.2.2.1.1.2	Support parameter & data setup efforts	2 hrs	10 days	Mon 2/1/21	Fri 2/12/21	804SS	A.Bernstein
806	**1.2.2.1.2**	**Treasury/Cash & Bank**	**6 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
807	1.2.2.1.2.1	Check & complete parameter & data setup	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	704	TR Lead
808	1.2.2.1.2.2	Support parameter & data setup efforts	2 hrs	10 days	Mon 2/1/21	Fri 2/12/21	807SS	A.Bernstein
809	**1.2.2.1.3**	**Accounts payable**	**6 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
810	1.2.2.1.3.1	Check & complete parameter & data setup	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	708	AP Lead
811	1.2.2.1.3.2	Support parameter & data setup efforts	2 hrs	10 days	Mon 2/1/21	Fri 2/12/21	810SS	H.Walia
812	**1.2.2.1.4**	**Accounts receivable**	**8 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
813	1.2.2.1.4.1	Check & complete parameter & data setup	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	712	AR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
814	1.2.2.1.4.2	Support parameter & data setup efforts	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	813SS	J.Oruwari
815	**1.2.2.2**	**Projects & Grants**	**12 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
816	1.2.2.2.1	Check & complete parameter & data setup	8 hrs	10 days	Mon 2/1/21	Fri 2/12/21	716	PROJ Lead
817	1.2.2.2.2	Support parameter & data setup efforts	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	816SS	J.Oruwari
818	**1.2.2.3**	**Procurement & Sourcing**	**12 hrs**	**10 days**	**Mon 2/1/21**	**Fri 2/12/21**		
819	1.2.2.3.1	Check & complete parameter & data setup	8 hrs	10 days	Mon 2/1/21	Fri 2/12/21	720	PUR Lead
820	1.2.2.3.2	Support parameter & data setup efforts	4 hrs	10 days	Mon 2/1/21	Fri 2/12/21	819SS	H.Walia
821	**1.2.3**	**Authorizations, Workflow, Personalizations**	**136 hrs**	**57 days**	**Fri 2/26/21**	**Mon 5/17/21**		
822	**1.2.3.1**	**Authorizations**	**40 hrs**	**30 days**	**Fri 2/26/21**	**Thu 4/8/21**		
823	1.2.3.1.1	Modify Roles as needed	20 hrs	20 days	Fri 2/26/21	Thu 3/25/21	763SS	CoR CC
824	1.2.3.1.2	Test Custom Roles as needed	20 hrs	10 days	Fri 3/26/21	Thu 4/8/21	823	CoR CC
825	**1.2.3.2**	**Workflow delivery/completion/testing**	**72 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
826	**1.2.3.2.1**	**Finance & Control**	**48 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
827	**1.2.3.2.1.1**	**General Ledger**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
828	1.2.3.2.1.1.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
829	1.2.3.2.1.1.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	828SS	A.Bernstein
830	**1.2.3.2.1.2**	**Treasury/Cash & Bank**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
831	1.2.3.2.1.2.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
832	1.2.3.2.1.2.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	831SS	A.Bernstein
833	**1.2.3.2.1.3**	**Accounts payable**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
834	1.2.3.2.1.3.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
835	1.2.3.2.1.3.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	834SS	H.Walia
836	**1.2.3.2.1.4**	**Accounts receivable**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
837	1.2.3.2.1.4.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
838	1.2.3.2.1.4.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	837SS	J.Oruwari
839	**1.2.3.2.2**	**Projects & Grants**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
840	1.2.3.2.2.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
841	1.2.3.2.2.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	840SS	J.Oruwari
842	**1.2.3.2.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**12 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
843	1.2.3.2.3.1	Workflow testing	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC
844	1.2.3.2.3.2	Support Workflow testing and completion	4 hrs	15 days	Tue 4/27/21	Mon 5/17/21	843SS	H.Walia
845	**1.2.3.3**	**Personalizations**	**24 hrs**	**15 days**	**Tue 4/27/21**	**Mon 5/17/21**		
846	1.2.3.3.1	Personalization instructions (forms)	8 hrs	15 days	Tue 4/27/21	Mon 5/17/21	902	CoR CC,HSO AA
847	1.2.3.3.2	Specify and complete personalizations	16 hrs	15 days	Tue 4/27/21	Mon 5/17/21	846SS	CoR CC,HSO AA
848	**1.2.4**	**Work instructions complete/documented**	**64 hrs**	**20 days**	**Mon 2/8/21**	**Fri 3/5/21**		
849	**1.2.4.1**	**Finance & Control**	**32 hrs**	**20 days**	**Mon 2/8/21**	**Fri 3/5/21**		
850	1.2.4.1.1	General Ledger	8 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	A.Bernstein,GL Lead
851	1.2.4.1.2	Treasury/Cash & Bank	8 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	A.Bernstein,TR Lead
852	1.2.4.1.3	Accounts payable	8 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	A.Bernstein,AP Lead
853	1.2.4.1.4	Accounts receivable	8 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	H.Walia,AR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
854	1.2.4.2	Projects & Grants	16 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	J.Oruwari,PROJ Lead
855	1.2.4.3	Procurement & Sourcing (BR1 - PR, PO, PA)	16 hrs	20 days	Mon 2/8/21	Fri 3/5/21	764FS-20 days	J.Oruwari,PUR Lead
856	**1.2.5**	**Data Migration Updates**	**240 hrs**	**37 days**	**Mon 2/1/21**	**Tue 3/23/21**		
857	**1.2.5.1**	**Finance & Control**	**232 hrs**	**37 days**	**Mon 2/1/21**	**Tue 3/23/21**		
858	**1.2.5.1.1**	**General Ledger**	**112 hrs**	**37 days**	**Mon 2/1/21**	**Tue 3/23/21**		
859	**1.2.5.1.1.1**	**GL Balances, Prior Year & YTD**	**56 hrs**	**37 days**	**Mon 2/1/21**	**Tue 3/23/21**		
860	1.2.5.1.1.1.1	Iterative basic data conversion several iterations possible	24 hrs	25 days	Mon 2/1/21	Fri 3/5/21	692	CoR CC,GL Lead,A.Bernstein
861	1.2.5.1.1.1.2	Extract Current GL YTD Balances	8 hrs	3 days	Mon 3/8/21	Wed 3/10/21	860	CoR CC
862	1.2.5.1.1.1.3	Import to D365 DM environment	8 hrs	3 days	Thu 3/11/21	Mon 3/15/21	861	GL Lead,CoR CC,A.Bernstein
863	1.2.5.1.1.1.4	Import to D365 TEST environment	8 hrs	5 days	Thu 3/11/21	Wed 3/17/21	861	GL Lead,CoR CC,A.Bernstein
864	1.2.5.1.1.1.5	Data validation	8 hrs	4 days	Thu 3/18/21	Tue 3/23/21	862,863,869,8	GL Lead
865	**1.2.5.1.1.2**	**Budgets and Budget Adjustments, Prior Year & Current YTD**	**56 hrs**	**30 days**	**Mon 2/8/21**	**Fri 3/19/21**		
866	1.2.5.1.1.2.1	Iterative basic data conversion several iterations possible	24 hrs	15 days	Mon 2/8/21	Fri 2/26/21	692	CoR CC,GL Lead,A.Bernstein
867	1.2.5.1.1.2.2	Extract Current Budget/Budget Adjustment Data	8 hrs	3 days	Mon 3/8/21	Wed 3/10/21	861SS	CoR CC
868	1.2.5.1.1.2.3	Import to D365 DM environment	8 hrs	3 days	Thu 3/11/21	Mon 3/15/21	867	GL Lead,CoR CC,A.Bernstein
869	1.2.5.1.1.2.4	Import to D365 TEST environment	8 hrs	5 days	Thu 3/11/21	Wed 3/17/21	861	GL Lead,CoR CC,A.Bernstein
870	1.2.5.1.1.2.5	Data validation	8 hrs	4 days	Tue 3/16/21	Fri 3/19/21	868	GL Lead
871	~~1.2.5.1.2~~	~~Treasury/Cash & Bank~~	~~0 hrs~~	~~1 day~~	~~Wed 4/1/20~~	~~Wed 4/1/20~~		
873	**1.2.5.1.3**	**Accounts Payable**	**100 hrs**	**30 days**	**Mon 2/8/21**	**Fri 3/19/21**		
874	**1.2.5.1.3.1**	**Vendors, Vendor Address, Vendor Contacts, Bank Accounts**	**56 hrs**	**30 days**	**Mon 2/8/21**	**Fri 3/19/21**		
875	1.2.5.1.3.1.1	Iterative basic data conversion several iterations possible	24 hrs	14 days	Mon 2/8/21	Thu 2/25/21	692	CoR CC,AP Lead,A.Bernstein
876	1.2.5.1.3.1.2	Extract Vendors, Vendor Address, Vendor Contacts, I	8 hrs	3 days	Mon 3/8/21	Wed 3/10/21	861SS	CoR CC
877	1.2.5.1.3.1.3	Import to D365 DM environment	8 hrs	3 days	Thu 3/11/21	Mon 3/15/21	876	HSO DM,CoR CC
878	1.2.5.1.3.1.4	Import to D365 TEST environment	8 hrs	5 days	Thu 3/11/21	Wed 3/17/21	861	GL Lead,CoR CC,A.Bernstein
879	1.2.5.1.3.1.5	Data validation	8 hrs	4 days	Tue 3/16/21	Fri 3/19/21	877	AP Lead
880	**1.2.5.1.3.2**	**Vendor 1099 Balances**	**44 hrs**	**30 days**	**Mon 2/8/21**	**Fri 3/19/21**		
881	1.2.5.1.3.2.1	Iterative basic data conversion several iterations possible	12 hrs	14 days	Mon 2/8/21	Thu 2/25/21	692	CoR CC,AP Lead,HSO DM
882	1.2.5.1.3.2.2	Extract Updated Vendor 1099 Balances	8 hrs	3 days	Mon 3/8/21	Wed 3/10/21	861SS	CoR CC
883	1.2.5.1.3.2.3	Import to D365	8 hrs	3 days	Thu 3/11/21	Mon 3/15/21	882	HSO DM,CoR CC
884	1.2.5.1.3.2.4	Import to D365 TEST environment	8 hrs	5 days	Thu 3/11/21	Wed 3/17/21	861	GL Lead,CoR CC,A.Bernstein
885	1.2.5.1.3.2.5	Data validation	8 hrs	4 days	Tue 3/16/21	Fri 3/19/21	883	AP Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
886	**1.2.5.1.4**	**Accounts Receivable**	**20 hrs**	**7 days**	**Thu 3/11/21**	**Fri 3/19/21**		
887	**1.2.5.1.4.1**	**AR Customers, Addresses, Contacts**	**20 hrs**	**7 days**	**Thu 3/11/21**	**Fri 3/19/21**		
892	**1.2.5.2**	**Projects & Grants**	**8 hrs**	**7 days**	**Thu 3/11/21**	**Fri 3/19/21**		
893	**1.2.5.2.1**	**Projects (Open)**	**8 hrs**	**7 days**	**Thu 3/11/21**	**Fri 3/19/21**		
898	**1.2.6**	**Application Architecture**	**88 hrs**	**164 days**	**Mon 2/8/21**	**Thu 9/23/21**		
899	**1.2.6.1**	**Technical acceptance**	**88 hrs**	**164 days**	**Mon 2/8/21**	**Thu 9/23/21**	**803FS-10 days**	
900	1.2.6.1.1	Reprovisioning/update all D365 environments as needed	32 hrs	80 days	Mon 2/8/21	Fri 5/28/21	807SS	HSO AA,CoR CC
901	**1.2.6.1.2**	**Finalize configuration of GOLD environment**	**16 hrs**	**2 days**	**Mon 4/26/21**	**Tue 4/27/21**		
902	1.2.6.1.2.1	Restore GOLD > TEST for CRP4 Prep	8 hrs	1 day	Mon 4/26/21	Mon 4/26/21	861SS	V.Goyal
903	1.2.6.1.2.2	Restore GOLD > TEST for UAT Prep	8 hrs	1 day	Tue 4/27/21	Tue 4/27/21	943	V.Goyal
904	1.2.6.1.3	Complete performance / stress tests	8 hrs	10 days	Fri 6/4/21	Thu 6/17/21	903	CoR CC
905	1.2.6.1.4	Application management	32 hrs	80 days	Fri 6/4/21	Thu 9/23/21	904SS	HSO AA,CoR CC
906	**1.2.7**	**CRP4 - Cross Functional Testing**	**434 hrs**	**56 days**	**Mon 2/8/21**	**Mon 4/26/21**		
907	**1.2.7.1**	**CRP4 Readiness**	**24 hrs**	**32 days**	**Mon 2/8/21**	**Tue 3/23/21**		
908	1.2.7.1.1	Schedule & Align Participants & Facilities	8 hrs	30 days	Mon 2/8/21	Fri 3/19/21	763FS-20 days	J.Freeland
909	1.2.7.1.2	Confirm Resolution of CRP3 Issues	8 hrs	3 days	Mon 3/1/21	Wed 3/3/21	763	K.Goode,J.Freeland
910	1.2.7.1.3	Confirm Data Migration Completed	8 hrs	1 day	Tue 3/23/21	Tue 3/23/21	856FS-1 day	K.Goode,J.Freeland
911	**1.2.7.2**	**CRP4 Execution**	**226 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		
912	**1.2.7.2.1**	**Finance & Control**	**122 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		
913	**1.2.7.2.1.1**	**General Ledger**	**30 hrs**	**15 days**	**Wed 3/24/21**	**Tue 4/13/21**		
914	1.2.7.2.1.1.1	Key User (KU) Engagement & Training	8 hrs	5 days	Wed 3/24/21	Tue 3/30/21	907	A.Bernstein,GL Lead
915	1.2.7.2.1.1.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	10 days	Wed 3/31/21	Tue 4/13/21	914	A.Bernstein,GL Lead
916	1.2.7.2.1.1.3	Review/Execute unresolved items from CRP3	4 hrs	10 days	Wed 3/31/21	Tue 4/13/21	915SS	A.Bernstein,GL Lead
917	1.2.7.2.1.1.4	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Wed 3/31/21	Tue 4/13/21	915SS	A.Bernstein
918	**1.2.7.2.1.2**	**Treasury/Cash & Bank**	**28 hrs**	**15 days**	**Wed 3/24/21**	**Tue 4/13/21**		
919	1.2.7.2.1.2.1	Key User (KU) Engagement & Training	4 hrs	5 days	Wed 3/24/21	Tue 3/30/21	907	A.Bernstein,TR Lead
920	1.2.7.2.1.2.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	10 days	Wed 3/31/21	Tue 4/13/21	919	A.Bernstein,TR Lead
921	1.2.7.2.1.2.3	Review/Execute unresolved items from CRP3	4 hrs	10 days	Wed 3/31/21	Tue 4/13/21	920SS	A.Bernstein,TR Lead
922	1.2.7.2.1.2.4	Issue/Defect Documentation (DevOps)	4 hrs	10 days	Wed 3/31/21	Tue 4/13/21	920SS	A.Bernstein
923	**1.2.7.2.1.3**	**Accounts payable**	**32 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		
924	1.2.7.2.1.3.1	Key User (KU) Engagement & Training	8 hrs	10 days	Wed 3/24/21	Tue 4/6/21	907	AP Lead,H.Walia
925	1.2.7.2.1.3.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	10 days	Wed 4/7/21	Tue 4/20/21	924	AP Lead,H.Walia
926	1.2.7.2.1.3.3	Review/Execute unresolved items from CRP3	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	925SS	AP Lead,H.Walia
927	1.2.7.2.1.3.4	Issue/Defect Documentation (DevOps)	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	925SS	H.Walia
928	**1.2.7.2.1.4**	**Accounts receivable**	**32 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		
929	1.2.7.2.1.4.1	Key User (KU) Engagement & Training	8 hrs	10 days	Wed 3/24/21	Tue 4/6/21	907	AR Lead,J.Oruwari
930	1.2.7.2.1.4.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	10 days	Wed 4/7/21	Tue 4/20/21	929	AR Lead,J.Oruwari
931	1.2.7.2.1.4.3	Review/Execute unresolved items from CRP3	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	930SS	AR Lead,J.Oruwari
932	1.2.7.2.1.4.4	Issue/Defect Documentation (DevOps)	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	930SS	J.Oruwari
933	**1.2.7.2.2**	**Projects & Grants**	**52 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
934	1.2.7.2.2.1	Key User (KU) Engagement & Training	16 hrs	10 days	Wed 3/24/21	Tue 4/6/21	907	J.Oruwari,PROJ Lead
935	1.2.7.2.2.2	Execute CRP4 Functional & Cross Functional Scenario T	24 hrs	10 days	Wed 4/7/21	Tue 4/20/21	934	J.Oruwari,PROJ Lead
936	1.2.7.2.2.3	Review/Execute unresolved items from CRP3	8 hrs	10 days	Wed 4/7/21	Tue 4/20/21	935SS	J.Oruwari,PROJ Lead
937	1.2.7.2.2.4	Issue/Defect Documentation (DevOps)	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	935SS	J.Oruwari
938	**1.2.7.2.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**52 hrs**	**20 days**	**Wed 3/24/21**	**Tue 4/20/21**		
939	1.2.7.2.3.1	Key User (KU) Engagement & Training	16 hrs	10 days	Wed 3/24/21	Tue 4/6/21	907	PUR Lead,H.Walia
940	1.2.7.2.3.2	Execute CRP4 Functional & Cross Functional Scenario T	24 hrs	10 days	Wed 4/7/21	Tue 4/20/21	939	PUR Lead,H.Walia
941	1.2.7.2.3.3	Review/Execute unresolved items from CRP3	8 hrs	10 days	Wed 4/7/21	Tue 4/20/21	940SS	PUR Lead,H.Walia
942	1.2.7.2.3.4	Issue/Defect Documentation (DevOps)	4 hrs	10 days	Wed 4/7/21	Tue 4/20/21	940SS	H.Walia
943	**1.2.7.3**	**CRP4 Follow-up/Issue Resolution**	**184 hrs**	**15 days**	**Tue 4/6/21**	**Mon 4/26/21**		
944	**1.2.7.3.1**	**Finance & Control**	**136 hrs**	**15 days**	**Tue 4/6/21**	**Mon 4/26/21**		
945	**1.2.7.3.1.1**	**General Ledger**	**32 hrs**	**10 days**	**Tue 4/6/21**	**Mon 4/19/21**		
946	1.2.7.3.1.1.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	917SS+4 days	A.Bernstein,GL Lead
947	1.2.7.3.1.1.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	917SS+4 days	A.Bernstein,GL Lead
948	1.2.7.3.1.1.3	Resolve outstanding extensions issues	8 hrs	10 days	Fri 4/2/21	Thu 4/15/21	917SS+4 days	HSO Dev1
949	1.2.7.3.1.1.4	Resolve outstanding interface issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	917SS+4 days	HSO Dev1
950	1.2.7.3.1.1.5	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	917SS+4 days	HSO Dev1
951	**1.2.7.3.1.2**	**Treasury/Cash & Bank**	**32 hrs**	**10 days**	**Tue 4/6/21**	**Mon 4/19/21**		
952	1.2.7.3.1.2.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	922SS+4 days	A.Bernstein,TR Lead
953	1.2.7.3.1.2.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	922SS+4 days	A.Bernstein,TR Lead
954	1.2.7.3.1.2.3	Resolve outstanding extensions issues	8 hrs	10 days	Fri 4/2/21	Thu 4/15/21	922SS+4 days	HSO Dev1
955	1.2.7.3.1.2.4	Resolve outstanding interface issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	922SS+4 days	HSO Dev1
956	1.2.7.3.1.2.5	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/6/21	Mon 4/19/21	922SS+4 days	HSO Dev1
957	**1.2.7.3.1.3**	**Accounts payable**	**40 hrs**	**10 days**	**Tue 4/13/21**	**Mon 4/26/21**		
958	1.2.7.3.1.3.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	927SS+4 days	A.Bernstein,AP Lead
959	1.2.7.3.1.3.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	927SS+4 days	A.Bernstein,AP Lead
960	1.2.7.3.1.3.3	Resolve outstanding extensions issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	927SS+4 days	HSO Dev1
961	1.2.7.3.1.3.4	Resolve outstanding interface issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	927SS+4 days	HSO Dev1
962	1.2.7.3.1.3.5	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	927SS+4 days	HSO Dev1
963	**1.2.7.3.1.4**	**Accounts receivable**	**32 hrs**	**10 days**	**Tue 4/13/21**	**Mon 4/26/21**		
964	1.2.7.3.1.4.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	932SS+4 days	AR Lead,J.Oruwari
965	1.2.7.3.1.4.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	932SS+4 days	AR Lead,J.Oruwari
966	1.2.7.3.1.4.3	Resolve outstanding extensions issues	8 hrs	10 days	Fri 4/9/21	Thu 4/22/21	932SS+4 days	HSO Dev1
967	1.2.7.3.1.4.4	Resolve outstanding interface issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	932SS+4 days	HSO Dev1
968	1.2.7.3.1.4.5	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	932SS+4 days	HSO Dev1
969	**1.2.7.3.2**	**Projects & Grants**	**24 hrs**	**10 days**	**Tue 4/13/21**	**Mon 4/26/21**		
970	1.2.7.3.2.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	937SS+4 days	J.Oruwari,PROJ Lead
971	1.2.7.3.2.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	937SS+4 days	J.Oruwari,PROJ Lead
972	1.2.7.3.2.3	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	937SS+4 days	HSO Dev1
973	**1.2.7.3.3**	**Procurement & Sourcing**	**24 hrs**	**10 days**	**Tue 4/13/21**	**Mon 4/26/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	
974	1.2.7.3.3.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	942SS+4 days	PUR Lead,H.Walia	
975	1.2.7.3.3.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	942SS+4 days	PUR Lead,H.Walia	
976	1.2.7.3.3.3	Resolve outstanding extensions issues	8 hrs	10 days	Fri 4/9/21	Thu 4/22/21	942SS+4 days	HSO Dev1	
977	1.2.7.3.3.4	Resolve outstanding document/reports issues	8 hrs	10 days	Tue 4/13/21	Mon 4/26/21	942SS+4 days	HSO Dev1	
978	**1.2.8**	**UAT (Final Acceptance Test)**	**468 hrs**	**42 days**	**Tue 3/30/21**	**Wed 5/26/21**			
979	**1.2.8.1**	**UAT Readiness**	**144 hrs**	**22 days**	**Tue 3/30/21**	**Wed 4/28/21**			
980	1.2.8.1.1	Schedule & Align Participants & Facilities	48 hrs	15 days	Tue 3/30/21	Mon 4/19/21	943SS-5 days	J.Freeland	
981	1.2.8.1.2	Confirm Resolution of CRP4 Issues	4 hrs	5 days	Tue 4/20/21	Mon 4/26/21	943FS-5 days	K.Goode,J.Freeland	
982	**1.2.8.1.3**	**Confirm Data Migration Completed**	**92 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**	**943**	**K.Goode,J.Freeland**	
983	**1.2.8.1.3.1**	**Finance & Control**	**36 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**			
984	**1.2.8.1.3.1.1**	**General Ledger**	**12 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**			
985	1.2.8.1.3.1.1.1	Re-load GL Balances, Budgets & Budget Adjustmen	12 hrs	3 days	Mon 4/26/21	Wed 4/28/21	903	GL Lead,A.Bernstein	
986	**1.2.8.1.3.1.2**	**Accounts Payable**	**12 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**			
987	1.2.8.1.3.1.2.1	Re-load Vendors/Addresses/Contacts/Banks & 10	12 hrs	3 days	Mon 4/26/21	Wed 4/28/21	903	CoR CC,HSO DM	
988	**1.2.8.1.3.1.3**	**Accounts Receivable**	**12 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**			
989	1.2.8.1.3.1.3.1	Re-enter Customers	12 hrs	3 days	Mon 4/26/21	Wed 4/28/21	903	CoR CC,HSO DM	
990	**1.2.8.1.3.2**	**Projects & Grants**	**8 hrs**	**3 days**	**Mon 4/26/21**	**Wed 4/28/21**			
991	1.2.8.1.3.2.1	Re-enter Projects	8 hrs	3 days	Mon 4/26/21	Wed 4/28/21	903	CoR CC,HSO DM	
992	**1.2.8.1.3.3**	**Procurement**	**0 hrs**	**0 days**	**Mon 4/26/21**	**Mon 4/26/21**			
993	1.2.8.1.3.3.1	None	0 hrs	4 days	Thu 6/3/21	Tue 6/8/21			
994	**1.2.8.2**	**UAT Execution**	**180 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
995	**1.2.8.2.1**	**Finance & Control**	**104 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
996	**1.2.8.2.1.1**	**General Ledger**	**26 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
997	1.2.8.2.1.1.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,GL Lead	
998	1.2.8.2.1.1.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,GL Lead	
999	1.2.8.2.1.1.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein	
1000	**1.2.8.2.1.2**	**Treasury/Cash & Bank**	**26 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
1001	1.2.8.2.1.2.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,TR Lead	
1002	1.2.8.2.1.2.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,TR Lead	
1003	1.2.8.2.1.2.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein	
1004	**1.2.8.2.1.3**	**Accounts payable**	**26 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
1005	1.2.8.2.1.3.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,AP Lead	
1006	1.2.8.2.1.3.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein,AP Lead	
1007	1.2.8.2.1.3.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	A.Bernstein	
1008	**1.2.8.2.1.4**	**Accounts receivable**	**26 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			
1009	1.2.8.2.1.4.1	Execute UAT Functional & Cross Functional Scenario Tests	16 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	H.Walia,AR Lead,J.Oruwari	
1010	1.2.8.2.1.4.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	AR Lead,J.Oruwari	
1011	1.2.8.2.1.4.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	J.Oruwari	
1012	**1.2.8.2.2**	**Projects & Grants**	**38 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**			

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1013	1.2.8.2.2.1	Execute UAT Functional & Cross Functional Scenario Te	24 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	J.Oruwari,PROJ Lead
1014	1.2.8.2.2.2	Review/Execute unresolved items from CRP4	12 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	J.Oruwari,PROJ Lead
1015	1.2.8.2.2.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	J.Oruwari
1016	**1.2.8.2.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**38 hrs**	**10 days**	**Thu 4/29/21**	**Wed 5/12/21**		
1017	1.2.8.2.3.1	Execute UAT Functional & Cross Functional Scenario Te	24 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	PUR Lead,H.Walia
1018	1.2.8.2.3.2	Review/Execute unresolved items from CRP4	12 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	PUR Lead,H.Walia
1019	1.2.8.2.3.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Thu 4/29/21	Wed 5/12/21	979	H.Walia
1020	**1.2.8.3**	**UAT Follow up/Issue Resolution**	**144 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1021	**1.2.8.3.1**	**Finance & Control**	**104 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1022	**1.2.8.3.1.1**	**General Ledger**	**24 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1023	1.2.8.3.1.1.1	Solve last critical issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	996	A.Bernstein,GL Lead
1024	1.2.8.3.1.1.2	Solve last critical extensions issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	996	HSO Dev1
1025	1.2.8.3.1.1.3	Solve last critical interfaces issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	996	HSO Dev1
1026	1.2.8.3.1.1.4	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	996	HSO Dev1
1027	**1.2.8.3.1.2**	**Treasury/Cash & Bank**	**24 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1028	1.2.8.3.1.2.1	Solve last critical issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1000	A.Bernstein,TR Lead
1029	1.2.8.3.1.2.2	Solve last critical extensions issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1000	HSO Dev1
1030	1.2.8.3.1.2.3	Solve last critical interfaces issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1000	HSO Dev1
1031	1.2.8.3.1.2.4	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1000	HSO Dev1
1032	**1.2.8.3.1.3**	**Accounts payable**	**32 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1033	1.2.8.3.1.3.1	Solve last critical issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1004	AP Lead,H.Walia
1034	1.2.8.3.1.3.2	Solve last critical extensions issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1004	HSO Dev1
1035	1.2.8.3.1.3.3	Solve last critical interfaces issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1004	HSO Dev1
1036	1.2.8.3.1.3.4	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1004	HSO Dev1
1037	**1.2.8.3.1.4**	**Accounts receivable**	**24 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1038	1.2.8.3.1.4.1	Solve last critical issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1008	AR Lead,J.Oruwari
1039	1.2.8.3.1.4.2	Solve last critical extensions issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1008	HSO Dev1
1040	1.2.8.3.1.4.3	Solve last critical interfaces issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1008	HSO Dev1
1041	1.2.8.3.1.4.4	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1008	HSO Dev1
1042	**1.2.8.3.2**	**Projects & Grants**	**20 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1043	1.2.8.3.2.1	Solve last critical issues	12 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1012	J.Oruwari,PROJ Lead
1044	1.2.8.3.2.2	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1012	HSO Dev1
1045	**1.2.8.3.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**20 hrs**	**10 days**	**Thu 5/13/21**	**Wed 5/26/21**		
1046	1.2.8.3.3.1	Solve last critical issues	12 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1016	PUR Lead,H.Walia
1047	1.2.8.3.3.2	Solve last critical extensions issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1016	HSO Dev1
1048	1.2.8.3.3.3	Resolve outstanding document/reports issues	8 hrs	10 days	Thu 5/13/21	Wed 5/26/21	1016	HSO Dev1
1049	**1.2.9**	**Go-Live Cutover Planning and Readiness**	**72 hrs**	**80 days**	**Mon 2/8/21**	**Fri 5/28/21**		
1050	**1.2.9.1**	**End User Training Planning**	**36 hrs**	**80 days**	**Mon 2/8/21**	**Fri 5/28/21**		
1051	**1.2.9.1.1**	**Finance & Control**	**24 hrs**	**80 days**	**Mon 2/8/21**	**Fri 5/28/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1052	1.2.9.1.1.1	General Ledger	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1053	1.2.9.1.1.2	Treasury/Cash & Bank	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1054	1.2.9.1.1.3	Accounts payable	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1055	1.2.9.1.1.4	Accounts receivable	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1056	1.2.9.1.2	Projects & Grants	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1057	1.2.9.1.3	Procurement & Sourcing (BR1 - PR, PO, PA)	6 hrs	80 days	Mon 2/8/21	Fri 5/28/21	698	CoR CC,J.Freeland,K.Goode
1058	**1.2.9.2**	**Perform Cutover planning**	**36 hrs**	**40 days**	**Thu 4/1/21**	**Wed 5/26/21**		
1059	**1.2.9.2.1**	**Finance & Control**	**24 hrs**	**40 days**	**Thu 4/1/21**	**Wed 5/26/21**		
1060	1.2.9.2.1.1	General Ledger	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	996SS-20 days	CoR CC,J.Freeland,K.Goode
1061	1.2.9.2.1.2	Treasury/Cash & Bank	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	1000SS-20 days	CoR CC,J.Freeland,K.Goode
1062	1.2.9.2.1.3	Accounts payable	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	1004SS-20 days	CoR CC,J.Freeland,K.Goode
1063	1.2.9.2.1.4	Accounts receivable	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	1008SS-20 days	CoR CC,J.Freeland,K.Goode
1064	1.2.9.2.2	Projects & Grants	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	1012SS-20 days	CoR CC,J.Freeland,K.Goode
1065	1.2.9.2.3	Procurement & Sourcing (BR1 - PR, PO, PA)	6 hrs	40 days	Thu 4/1/21	Wed 5/26/21	1016SS-20 days	CoR CC,J.Freeland,K.Goode
1066	**1.2.10**	**Project Management**	**98 hrs**	**131 days**	**Wed 12/2/20**	**Wed 6/2/21**		
1067	**1.2.10.1**	**Phase Deliverables & Milestones**	**8 hrs**	**78 days**	**Mon 2/15/21**	**Wed 6/2/21**		
1068	1.2.10.1.1	CRP3 Issue Resolution/GOLD Config	1 hr	1 day	Mon 2/15/21	Mon 2/15/21	801	K.Goode,J.Freeland
1069	1.2.10.1.2	CRP4 Readiness	1 hr	1 day	Wed 3/24/21	Wed 3/24/21	907	K.Goode,J.Freeland
1070	1.2.10.1.3	CRP4 Execution	1 hr	1 day	Wed 4/21/21	Wed 4/21/21	911	K.Goode,J.Freeland
1071	1.2.10.1.4	UAT Readiness	1 hr	1 day	Thu 4/29/21	Thu 4/29/21	979	K.Goode,J.Freeland
1072	1.2.10.1.5	UAT Execution	1 hr	1 day	Thu 5/13/21	Thu 5/13/21	994	K.Goode,J.Freeland
1073	1.2.10.1.6	Cut-over Planning	1 hr	1 day	Mon 5/31/21	Mon 5/31/21	1049	K.Goode,J.Freeland
1074	1.2.10.1.7	Acceptance and Delivery Phase sign-off: Proceed to Deplc	1 hr	1 day	Tue 6/1/21	Tue 6/1/21	1068,1069,107	K.Goode,J.Freeland
1075	1.2.10.1.8	Go-NoGo decision	1 hr	1 day	Wed 6/2/21	Wed 6/2/21	1074	K.Goode,J.Freeland,T.Ranc
1076	**1.2.10.2**	**Project management and control**	**90 hrs**	**83.25 days**	**Wed 12/2/20**	**Mon 3/29/21**		
1116	**1.3**	**Deploy**	**660.44 hrs**	**68.5 days**	**Mon 3/29/21**	**Thu 7/1/21**		
1117	**1.3.1**	**Train the Trainer execution**	**36 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1118	**1.3.1.1**	**Finance & Control**	**24 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1119	**1.3.1.1.1**	**General Ledger**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1120	1.3.1.1.1.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	GL Lead,CoR Trainer
1121	**1.3.1.1.2**	**Treasury/Cash & Bank**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1122	1.3.1.1.2.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	TR Lead,CoR Trainer
1123	**1.3.1.1.3**	**Accounts payable**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1124	1.3.1.1.3.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	AP Lead,CoR Trainer
1125	**1.3.1.1.4**	**Accounts receivable**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1126	1.3.1.1.4.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	AR Lead,CoR Trainer
1127	**1.3.1.2**	**Projects & Grants**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1128	1.3.1.2.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	PROJ Lead,CoR Trainer
1129	**1.3.1.3**	**Procurement & Sourcing**	**6 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1130	1.3.1.3.1	Train the Trainer (End User Training)	6 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	PUR Lead,CoR Trainer
1131	**1.3.2**	**Review Cutover Plan/Data Migration/Training end users**	**104 hrs**	**15 days**	**Thu 5/27/21**	**Wed 6/16/21**		
1132	**1.3.2.1**	**Cutover Planning**	**48 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1133	1.3.2.1.1	Review Cutover Plan	24 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	A.Bernstein,AP Lead,AR Lead,GL Lead,H.Walia,J.Freeland,J.(
1134	1.3.2.1.2	Define/setup internal cutover support procedures	12 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	A.Bernstein,AP Lead,AR Lead,GL Lead,H.Walia,J.Freeland,J.(
1135	1.3.2.1.3	Define/plan for Closing operational activities on current systems	12 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	A.Bernstein,AP Lead,AR Lead,GL Lead,H.Walia,J.Freeland,J.(
1136	**1.3.2.2**	**Data Migration Planning**	**12 hrs**	**5 days**	**Thu 5/27/21**	**Wed 6/2/21**		
1137	1.3.2.2.1	Review Data Migration plan	12 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1020	K.Goode,J.Freeland,CoR CC
1138	**1.3.2.3**	**End User Training Execution**	**44 hrs**	**15 days**	**Thu 5/27/21**	**Wed 6/16/21**		
1139	1.3.2.3.1	Update EUT Materials	12 hrs	5 days	Thu 5/27/21	Wed 6/2/21	1117SS	CoR Trainer
1140	1.3.2.3.2	General basic D365 training for end users	8 hrs	10 days	Thu 6/3/21	Wed 6/16/21	1117	CoR Trainer
1141	1.3.2.3.3	Specific D365 training for end users	16 hrs	10 days	Thu 6/3/21	Wed 6/16/21	1117	CoR Trainer
1142	1.3.2.3.4	Customer specific training for 3rd party Applications	8 hrs	10 days	Thu 6/3/21	Wed 6/16/21	1117	CoR Trainer
1143	**1.3.3**	**Production Cut-Over Simulation**	**244.44 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1144	**1.3.3.1**	**Finance & Control**	**168 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1145	**1.3.3.1.1**	**General Ledger**	**48 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1146	1.3.3.1.1.1	Extract Data	8 hrs	10 days	Thu 5/20/21	Wed 6/2/21	1020FS-5 days	CoR CC,GL Lead,J.Freeland
1147	1.3.3.1.1.2	Load Data	4 hrs	1 day	Thu 6/3/21	Thu 6/3/21	1146	A.Bernstein,GL Lead
1148	1.3.3.1.1.3	Reconcile/Balance Data	4 hrs	1 day	Fri 6/4/21	Fri 6/4/21	1147	GL Lead
1149	1.3.3.1.1.4	Manually Enter Open Transactional Documents	8 hrs	1 day	Mon 6/7/21	Mon 6/7/21	1148	GL Lead
1150	1.3.3.1.1.5	Reconcile/Balance after manual data entry	8 hrs	1 day	Tue 6/8/21	Tue 6/8/21	1149	GL Lead
1151	1.3.3.1.1.6	Process 'Live' Transactions	8 hrs	1 day	Wed 6/9/21	Wed 6/9/21	1150	GL Lead
1152	1.3.3.1.1.7	Resolve any Non-Critical issues	8 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	A.Bernstein,GL Lead
1153	**1.3.3.1.2**	**Treasury/Cash & Bank**	**32 hrs**	**12 days**	**Thu 5/27/21**	**Fri 6/11/21**		
1154	1.3.3.1.2.1	Manually Enter Open Transactional Documents	8 hrs	1 day	Tue 6/8/21	Tue 6/8/21	1149	TR Lead
1155	1.3.3.1.2.2	Reconcile/Balance after manual data entry	8 hrs	1 day	Wed 6/9/21	Wed 6/9/21	1154	TR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1156	1.3.3.1.2.3	Process 'Live' Transactions	8 hrs	1 day	Thu 6/10/21	Thu 6/10/21	1155	TR Lead
1157	1.3.3.1.2.4	Resolve any Non-Critical issues	8 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	A.Bernstein,TR Lead
1158	**1.3.3.1.3**	**Accounts payable**	**48 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1159	1.3.3.1.3.1	Extract Data	8 hrs	10 days	Thu 5/20/21	Wed 6/2/21	1020FS-5 days	AP Lead,CoR CC,J.Freeland
1160	1.3.3.1.3.2	Load Data	4 hrs	1 day	Thu 6/3/21	Thu 6/3/21	1159	AP Lead,H.Walia
1161	1.3.3.1.3.3	Reconcile/Balance Data	4 hrs	1 day	Fri 6/4/21	Fri 6/4/21	1160	AP Lead
1162	1.3.3.1.3.4	Manually Enter Open Transactional Documents	8 hrs	1 day	Mon 6/7/21	Mon 6/7/21	1161	AP Lead
1163	1.3.3.1.3.5	Reconcile/Balance after manual data entry	8 hrs	1 day	Tue 6/8/21	Tue 6/8/21	1162	AP Lead
1164	1.3.3.1.3.6	Process 'Live' Transactions	8 hrs	1 day	Wed 6/9/21	Wed 6/9/21	1163	AP Lead
1165	1.3.3.1.3.7	Resolve any Non-Critical issues	8 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	AP Lead,H.Walia
1166	**1.3.3.1.4**	**Accounts receivable**	**40 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1167	1.3.3.1.4.1	Manually Enter Customers	8 hrs	10 days	Thu 5/20/21	Wed 6/2/21	1020FS-5 days	AR Lead,CoR CC,J.Freeland
1168	1.3.3.1.4.2	Manually Enter Open Transactional Documents	8 hrs	1 day	Thu 6/3/21	Thu 6/3/21	1167	AR Lead
1169	1.3.3.1.4.3	Reconcile/Balance after manual data entry	8 hrs	1 day	Fri 6/4/21	Fri 6/4/21	1168	AR Lead
1170	1.3.3.1.4.4	Process 'Live' Transactions	8 hrs	1 day	Mon 6/7/21	Mon 6/7/21	1169	AR Lead
1171	1.3.3.1.4.5	Resolve any Non-Critical issues	8 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	AR Lead,J.Oruwari
1172	**1.3.3.2**	**Projects & Grants**	**44.44 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1173	1.3.3.2.1	Manually Enter Open Projects & Balances	8 hrs	10 days	Thu 5/20/21	Wed 6/2/21	1020FS-5 days	PROJ Lead,CoR CC,J.Freeland
1174	1.3.3.2.2	Reconcile/Balance Data	8 hrs	1 day	Thu 6/3/21	Thu 6/3/21	1173	PROJ Lead
1175	1.3.3.2.3	Manually Enter Open Transactional Documents	8 hrs	1 day	Fri 6/4/21	Fri 6/4/21	1174	PROJ Lead
1176	1.3.3.2.4	Reconcile/Balance after manual data entry	8 hrs	1 day	Mon 6/7/21	Mon 6/7/21	1175	PROJ Lead
1177	1.3.3.2.5	Process 'Live' Transactions	8 hrs	1 day	Tue 6/8/21	Tue 6/8/21	1176	PROJ Lead
1178	1.3.3.2.6	Resolve any Non-Critical issues	4.44 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	J.Oruwari,PROJ Lead
1179	**1.3.3.3**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**32 hrs**	**17 days**	**Thu 5/20/21**	**Fri 6/11/21**		
1180	1.3.3.3.1	Manually Enter Open Transactional Documents	8 hrs	1 day	Thu 5/20/21	Thu 5/20/21	1020FS-5 days	PUR Lead
1181	1.3.3.3.2	Reconcile/Balance after manual data entry	8 hrs	1 day	Fri 5/21/21	Fri 5/21/21	1180	PUR Lead
1182	1.3.3.3.3	Process 'Live' Transactions	8 hrs	1 day	Mon 5/24/21	Mon 5/24/21	1181	PUR Lead
1183	1.3.3.3.4	Resolve any Non-Critical issues	8 hrs	12 days	Thu 5/27/21	Fri 6/11/21	1020	PUR Lead,H.Walia
1184	**1.3.4**	**Go-Live Cutover to Operational**	**100 hrs**	**6 days**	**Fri 6/11/21**	**Fri 6/18/21**		
1185	1.3.4.1	Closing Operational activities on Current Systems	8 hrs	1 day	Mon 6/14/21	Mon 6/14/21	1143	City Team
1186	**1.3.4.2**	**Prepare Production environment**	**32 hrs**	**6 days**	**Fri 6/11/21**	**Fri 6/18/21**		
1187	1.3.4.2.1	Complete GOLD to Production copy/data migration	16 hrs	2 days	Fri 6/11/21	Mon 6/14/21	1143FS-1 day	CoR CC,HSO AA
1188	1.3.4.2.2	Reprovisioning/update all D365 environments	16 hrs	4 days	Tue 6/15/21	Fri 6/18/21	1187	HSO AA
1189	**1.3.4.3**	**Perform full final data migrations**	**60 hrs**	**2.5 days**	**Tue 6/15/21**	**Thu 6/17/21**		**HSO DM**
1190	**1.3.4.3.1**	**Finance & Control**	**40 hrs**	**2.5 days**	**Tue 6/15/21**	**Thu 6/17/21**		
1191	**1.3.4.3.1.1**	**General Ledger**	**20 hrs**	**2 days**	**Tue 6/15/21**	**Wed 6/16/21**		
1192	**1.3.4.3.1.1.1**	**GL Balances, Prior Year & YTD**	**10 hrs**	**1.75 days**	**Tue 6/15/21**	**Wed 6/16/21**		
1193	1.3.4.3.1.1.1.1	Extract Current GL YTD Balances	2 hrs	0.25 days	Tue 6/15/21	Tue 6/15/21	1185	CoR CC

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1194	1.3.4.3.1.1.1.2	Import to D365	4 hrs	0.5 days	Tue 6/15/21	Tue 6/15/21	1193	GL Lead
1195	1.3.4.3.1.1.1.3	Data validation	4 hrs	1 day	Tue 6/15/21	Wed 6/16/21	1194	GL Lead
1196	**1.3.4.3.1.1.2**	**Budgets and Budget Adjustments, Prior Year & Current YTD**	**10 hrs**	**1.75 days**	**Tue 6/15/21**	**Wed 6/16/21**		
1197	1.3.4.3.1.1.2.1	Extract Current Budget/Budget Adjustment Data	2 hrs	0.25 days	Tue 6/15/21	Tue 6/15/21	1193	CoR CC
1198	1.3.4.3.1.1.2.2	Import to D365	4 hrs	0.5 days	Tue 6/15/21	Tue 6/15/21	1197	GL Lead
1199	1.3.4.3.1.1.2.3	Data validation	4 hrs	1 day	Wed 6/16/21	Wed 6/16/21	1198	GL Lead
1200	**1.3.4.3.1.2**	**Accounts Payable**	**20 hrs**	**2.25 days**	**Tue 6/15/21**	**Thu 6/17/21**		
1201	**1.3.4.3.1.2.1**	**Vendors, Vendor Address, Vendor Contacts, Bank Accounts**	**12 hrs**	**2 days**	**Tue 6/15/21**	**Thu 6/17/21**		
1202	1.3.4.3.1.2.1.1	Extract Vendors, Vendor Address, Vendor Contact	4 hrs	0.5 days	Tue 6/15/21	Tue 6/15/21	1197	CoR CC
1203	1.3.4.3.1.2.1.2	Import to D365	4 hrs	1 day	Wed 6/16/21	Wed 6/16/21	1202	HSO DM,CoR CC
1204	1.3.4.3.1.2.1.3	Data validation	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1203	AP Lead
1205	**1.3.4.3.1.2.2**	**Vendor 1099 Balances**	**8 hrs**	**1.25 days**	**Tue 6/15/21**	**Wed 6/16/21**		
1206	1.3.4.3.1.2.2.1	Extract Updated Vendor 1099 Balances	2 hrs	0.25 days	Tue 6/15/21	Tue 6/15/21	1193	CoR CC
1207	1.3.4.3.1.2.2.2	Import to D365	4 hrs	0.5 days	Tue 6/15/21	Tue 6/15/21	1206	HSO DM,CoR CC
1208	1.3.4.3.1.2.2.3	Data validation	2 hrs	0.5 days	Wed 6/16/21	Wed 6/16/21	1207	AP Lead
1209	1.3.4.3.1.3	Accounts Receivable	10 hrs	1.5 days	Mon 4/26/21	Tue 4/27/21		
1214	1.3.4.3.2	Projects & Grants	12 hrs	0.25 days	Sat 4/24/21	Mon 4/26/21		
1219	**1.3.5**	**Execute Go-Live Cutover Plan**	**136 hrs**	**4.5 days**	**Thu 6/17/21**	**Wed 6/23/21**		
1220	**1.3.5.1**	**Finance & Control**	**24 hrs**	**1.5 days**	**Thu 6/17/21**	**Fri 6/18/21**		
1221	**1.3.5.1.1**	**General Ledger**	**4 hrs**	**0.5 days**	**Thu 6/17/21**	**Thu 6/17/21**		
1222	1.3.5.1.1.1	Validate Opening Balances	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1191	GL Lead
1223	**1.3.5.1.2**	**Treasury/Cash & Bank**	**4 hrs**	**0.5 days**	**Thu 6/17/21**	**Thu 6/17/21**		
1224	1.3.5.1.2.1	Validate Opening Balances	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1191	TR Lead
1225	**1.3.5.1.3**	**Accounts payable**	**4 hrs**	**0.5 days**	**Thu 6/17/21**	**Thu 6/17/21**		
1226	1.3.5.1.3.1	Enter Open Vendor Invoices	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1205,1222	AP Lead
1227	**1.3.5.1.4**	**Accounts receivable**	**4 hrs**	**0.5 days**	**Thu 6/17/21**	**Thu 6/17/21**		
1228	1.3.5.1.4.1	Enter Customers and Open Customer Invoices	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1210,1222	AR Lead
1229	**1.3.5.1.5**	**Projects & Grants**	**8 hrs**	**1 day**	**Thu 6/17/21**	**Fri 6/18/21**		
1230	1.3.5.1.5.1	Enter Open Projects & Project Balances	8 hrs	1 day	Thu 6/17/21	Fri 6/18/21	1214,1222	PROJ Lead
1231	**1.3.5.2**	**Procurement & Sourcing (BR1 - PR, PO, PA)**	**12 hrs**	**1.5 days**	**Thu 6/17/21**	**Fri 6/18/21**		
1232	1.3.5.2.1	Enter Open Purchase Requisitions	4 hrs	0.5 days	Thu 6/17/21	Thu 6/17/21	1222	PUR Lead
1233	1.3.5.2.2	Enter Open Purchase Agreements	4 hrs	0.5 days	Fri 6/18/21	Fri 6/18/21	1232	PUR Lead
1234	1.3.5.2.3	Enter Open Purchase Orders	4 hrs	0.5 days	Fri 6/18/21	Fri 6/18/21	1233	PUR Lead
1235	1.3.5.3	Validate Go-Live Cutover Readiness	4 hrs	0.5 days	Mon 6/21/21	Mon 6/21/21	1221,1223,122	GL Lead
1236	1.3.5.4	Start Live Operations in PROD	96 hrs	2 days	Mon 6/21/21	Wed 6/23/21	1235	GL Lead,AP Lead,TR Lead,PUR Lead,AR Lead,PROJ Lead
1237	**1.3.6**	**Project Management**	**40 hrs**	**68.5 days**	**Mon 3/29/21**	**Thu 7/1/21**		
1238	**1.3.6.1**	**Phase Deliverables & Milestones**	**4 hrs**	**13.5 days**	**Mon 6/14/21**	**Thu 7/1/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1239	1.3.6.1.1	Execute Production Cutover plan simulation	1 hr	1 day	Mon 6/14/21	Mon 6/14/21	1143	K.Goode,J.Freeland
1240	1.3.6.1.2	Execute Go-Live cutover	1 hr	1 day	Wed 6/23/21	Thu 6/24/21	1236	K.Goode,J.Freeland
1241	1.3.6.1.3	Go-Live Cutover Signoff	1 hr	1 day	Wed 6/30/21	Thu 7/1/21	1236FS+5 days	K.Goode,J.Freeland
1242	1.3.6.1.4	D365 in operational use	1 hr	1 day	Wed 6/23/21	Thu 6/24/21	1236	K.Goode,J.Freeland
1243	**1.3.6.2**	**Project management and control**	**36 hrs**	**33.25 days**	**Mon 3/29/21**	**Thu 5/13/21**		
1244	**1.3.6.2.1**	**PMO Weekly Meetings**	**28 hrs**	**30.25 days**	**Mon 3/29/21**	**Mon 5/10/21**		
1252	**1.3.6.2.2**	**Key User Meetings**	**8 hrs**	**30.25 days**	**Wed 3/31/21**	**Wed 5/12/21**		
1257	**1.3.6.2.3**	**Steering Committee Meetings**	**0 hrs**	**30.25 days**	**Thu 4/1/21**	**Thu 5/13/21**		
1262	**1.4**	**Operations**	**432 hrs**	**211.5 days**	**Mon 10/5/20**	**Tue 7/27/21**		
1263	**1.4.1**	**Hyper Care**	**404 hrs**	**207.5 days**	**Mon 10/5/20**	**Wed 7/21/21**		
1264	1.4.1.1	Checks on data quality and procedures	16 hrs	20 days	Wed 6/23/21	Wed 7/21/21	1236	CoR CC
1265	1.4.1.2	Support end users (solve problems)	250 hrs	15 days	Thu 6/24/21	Thu 7/15/21	1242	CoR CC,A.Bernstein,J.Oruwari,H
1266	1.4.1.3	Solve remaining issues	50 hrs	15 days	Thu 6/24/21	Thu 7/15/21	1242	CoR CC,A.Bernstein,J.Oruwari,H
1267	1.4.1.4	Solve remaining software issues	16 hrs	20 days	Wed 6/23/21	Wed 7/21/21	1242SS	HSO Dev1
1268	1.4.1.5	Solve remaining interface issues	16 hrs	20 days	Wed 6/23/21	Wed 7/21/21	1242SS	HSO Dev1
1269	1.4.1.6	Solve remaining reporting issues	16 hrs	20 days	Wed 6/23/21	Wed 7/21/21	1242SS	HSO Dev1
1270	1.4.1.7	Support with first year-end closing	24 hrs	3 days	Mon 10/5/20	Wed 10/7/20		A.Bernstein,GL Lead
1271	1.4.1.8	Application Management - Systems	16 hrs	15 days	Thu 6/24/21	Thu 7/15/21	1242	HSO AA
1272	**1.4.2**	**Project Management**	**28 hrs**	**51.5 days**	**Mon 5/17/21**	**Tue 7/27/21**		
1273	**1.4.2.1**	**Phase Deliverables & Milestones**	**2 hrs**	**4 days**	**Wed 7/21/21**	**Tue 7/27/21**		
1274	1.4.2.1.1	Go-live / Post Go-live On-Site Support	1 hr	1 day	Wed 7/21/21	Thu 7/22/21	1263	K.Goode,J.Freeland
1275	1.4.2.1.2	Project control and project closure	1 hr	1 day	Mon 7/26/21	Tue 7/27/21	1263FS+3 days	K.Goode,J.Freeland
1276	**1.4.2.2**	**Project Management and control**	**26 hrs**	**23.25 days**	**Mon 5/17/21**	**Thu 6/17/21**		
1291	**2**	**BR2 - Budget Planning**	**2,165.43 hrs**	**289.5 days**	**Mon 10/5/20**	**Fri 11/12/21**		
1292	**2.1**	**Analysis & Validate Phase**	**246.43 hrs**	**90 days**	**Mon 10/5/20**	**Fri 2/5/21**		
1293	**2.1.1**	**BR2 Project Initation**	**14 hrs**	**14 days**	**Tue 12/1/20**	**Fri 12/18/20**		
1294	2.1.1.1	Confirm/Verify project plan and calendar	2 hrs	2 days	Tue 12/1/20	Wed 12/2/20		K.Goode
1295	2.1.1.2	Internal Project Kick-Off HSO	8 hrs	9 days	Tue 12/1/20	Fri 12/11/20		A.Bernstein,H.Walia,K.Goo
1296	2.1.1.3	External Project Kick-Off HSO/CoR	4 hrs	5 days	Mon 12/14/20	Fri 12/18/20	1295	City Team,A.Bernstein
1297	**2.1.2**	**Business Requirements (BRD) Defined**	**37 hrs**	**18 days**	**Mon 1/4/21**	**Wed 1/27/21**		
1298	**2.1.2.1**	**Budget Planning (BR2)**	**37 hrs**	**18 days**	**Mon 1/4/21**	**Wed 1/27/21**		
1299	2.1.2.1.1	Business Requirements Workshops: validate requirement	24 hrs	9 days	Mon 1/4/21	Thu 1/14/21	1296FS+10 da	A.Bernstein,BDG Lead
1300	2.1.2.1.2	Revise and update Business Requirements Document v1.x	4 hrs	2 days	Fri 1/15/21	Mon 1/18/21	1299	A.Bernstein
1301	2.1.2.1.3	Validate BRD v1.x	4 hrs	3 days	Tue 1/19/21	Thu 1/21/21	1300	BDG Lead
1302	2.1.2.1.4	Review BRD v1.x	4 hrs	3 days	Fri 1/22/21	Tue 1/26/21	1301	A.Bernstein,BDG Lead
1303	2.1.2.1.5	Sign-Off BRD v1.x	1 hr	1 day	Wed 1/27/21	Wed 1/27/21	1302	BDG Lead
1304	**2.1.3**	**Define Test Scenarios & Cases**	**24 hrs**	**10 days**	**Fri 1/15/21**	**Thu 1/28/21**		
1305	**2.1.3.1**	**Budget Planning (BR2)**	**24 hrs**	**10 days**	**Fri 1/15/21**	**Thu 1/28/21**		
1306	2.1.3.1.1	Define Business Scenarios	16 hrs	10 days	Fri 1/15/21	Thu 1/28/21	1299	BDG Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1307	2.1.3.1.2	Define & Configure Business Scenarios in Demo Env	8 hrs	10 days	Fri 1/15/21	Thu 1/28/21	1306SS	A.Bernstein
1308	**2.1.4**	**Document Solution Design - Draft (SDD)**	**11.43 hrs**	**10 days**	**Tue 1/19/21**	**Mon 2/1/21**		
1309	2.1.4.1	Budget Planning (BR2)	11.43 hrs	10 days	Tue 1/19/21	Mon 2/1/21	1301SS	A.Bernstein
1310	**2.1.5**	**Document and management reporting**	**0 hrs**	**0 days**	**Mon 10/5/20**	**Mon 10/5/20**		
1314	**2.1.6**	**Conduct Conference Room Pilot 1 (CRP1)**	**40 hrs**	**21 days**	**Fri 1/8/21**	**Fri 2/5/21**		
1315	**2.1.6.1**	**CRP1 Readiness**	**8 hrs**	**20 days**	**Fri 1/8/21**	**Thu 2/4/21**		
1316	2.1.6.1.1	Confirm Test Scenarios Prepared	2 hrs	5 days	Fri 1/29/21	Thu 2/4/21	1307	J.Freeland
1317	2.1.6.1.2	Confirm Test Cases Prepared	2 hrs	5 days	Fri 1/29/21	Thu 2/4/21	1316SS	J.Freeland
1318	2.1.6.1.3	Schedule & Align Participants & Facilities	4 hrs	15 days	Fri 1/8/21	Thu 1/28/21	1316SS-15 day	J.Freeland
1319	**2.1.6.2**	**Budget Planning**	**32 hrs**	**6 days**	**Fri 1/29/21**	**Fri 2/5/21**		
1320	2.1.6.2.1	Review/Execute as defined	24 hrs	5 days	Fri 1/29/21	Thu 2/4/21	1305	A.Bernstein,BDG Lead
1321	2.1.6.2.2	Issue/Defect Documentation (DevOps)	8 hrs	4 days	Tue 2/2/21	Fri 2/5/21	1320FS-3 days	A.Bernstein
1322	**2.1.7**	**Project Management**	**120 hrs**	**49 days**	**Tue 12/1/20**	**Fri 2/5/21**		
1330	**2.2**	**Design Phase**	**300 hrs**	**62 days**	**Mon 2/8/21**	**Tue 5/4/21**		
1331	**2.2.1**	**Application & Architecture**	**28 hrs**	**60 days**	**Mon 2/8/21**	**Fri 4/30/21**		
1332	2.2.1.1	Refresh GOLD > TEST Environment	4 hrs	5 days	Mon 2/8/21	Fri 2/12/21	1329	HSO AA
1333	2.2.1.2	Reprovisioning/update all D365 environments as needed	12 hrs	55 days	Mon 2/15/21	Fri 4/30/21	1332	HSO AA,CoR IT
1334	2.2.1.3	Application management	12 hrs	55 days	Mon 2/15/21	Fri 4/30/21	1332	HSO AA
1335	**2.2.2**	**Configure & Validate D365 Prototype Environment**	**40 hrs**	**20 days**	**Mon 2/8/21**	**Fri 3/5/21**		
1336	**2.2.2.1**	**Budget Planning (BR2)**	**40 hrs**	**20 days**	**Mon 2/8/21**	**Fri 3/5/21**		
1337	2.2.2.1.1	Setup business scenarios in D365	16 hrs	10 days	Mon 2/8/21	Fri 2/19/21	1321	A.Bernstein
1338	2.2.2.1.2	Identify and solve issues in business scenarios	12 hrs	20 days	Mon 2/8/21	Fri 3/5/21	1337SS	A.Bernstein
1339	2.2.2.1.3	Support business scenario configuration and troubleshoot	12 hrs	20 days	Mon 2/8/21	Fri 3/5/21	1337SS	BDG Lead
1340	2.2.3	Basic Data migration	0 hrs	0 days	Mon 2/8/21	Mon 2/8/21		
1343	**2.2.4**	**Train and Validation Business Requirements**	**28 hrs**	**15 days**	**Mon 3/8/21**	**Fri 3/26/21**		
1344	**2.2.4.1**	**Budget Planning**	**28 hrs**	**15 days**	**Mon 3/8/21**	**Fri 3/26/21**		
1345	2.2.4.1.1	Playback: knowledge transfer based on Business Requirem	16 hrs	10 days	Mon 3/8/21	Fri 3/19/21	1336,1341FS+	A.Bernstein,BDG Lead
1346	2.2.4.1.2	Document Business Requirements (BRQs) V.x2 & Gap List	8 hrs	10 days	Mon 3/8/21	Fri 3/19/21	1345SS	A.Bernstein
1347	2.2.4.1.3	Validate and accept Business Requirements Document v.x	4 hrs	5 days	Mon 3/22/21	Fri 3/26/21	1346	BDG Lead
1348	**2.2.5**	**Document Solution Design**	**26 hrs**	**26 days**	**Mon 3/8/21**	**Mon 4/12/21**		
1349	**2.2.5.1**	**Budget Planning**	**26 hrs**	**26 days**	**Mon 3/8/21**	**Mon 4/12/21**		
1350	2.2.5.1.1	Update prototype decisions in Solution Design Document	6 hrs	5 days	Mon 3/8/21	Fri 3/12/21	1336	A.Bernstein
1351	2.2.5.1.2	Document required changes in SDD	8 hrs	16 days	Mon 3/15/21	Mon 4/5/21	1350	A.Bernstein
1352	2.2.5.1.3	Document D365 interfaces in SDD	4 hrs	16 days	Mon 3/15/21	Mon 4/5/21	1350	A.Bernstein
1353	2.2.5.1.4	Document critical reports in SDD	4 hrs	16 days	Mon 3/15/21	Mon 4/5/21	1350	A.Bernstein
1354	2.2.5.1.5	Approve Fundamentals in SDD	4 hrs	5 days	Tue 4/6/21	Mon 4/12/21	1353	BDG Lead
1355	**2.2.6**	**Define test cases**	**28 hrs**	**15 days**	**Mon 3/29/21**	**Fri 4/16/21**		
1356	**2.2.6.1**	**Budget Planning (BR2)**	**28 hrs**	**15 days**	**Mon 3/29/21**	**Fri 4/16/21**		
1357	2.2.6.1.1	Prepare test plan	4 hrs	15 days	Mon 3/29/21	Fri 4/16/21	1347	BDG Lead
1358	2.2.6.1.2	Document functional test cases	8 hrs	15 days	Mon 3/29/21	Fri 4/16/21	1357SS	BDG Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1359	2.2.6.1.3	Document cross functional test cases	8 hrs	15 days	Mon 3/29/21	Fri 4/16/21	1357SS	BDG Lead
1360	2.2.6.1.4	Support Functional and cross functional case documentat	8 hrs	14 days	Mon 3/29/21	Thu 4/15/21	1357SS	A.Bernstein
1361	**2.2.7**	**Conference Room Pilot 2 (CRP2)**	**50 hrs**	**35 days**	**Mon 3/15/21**	**Fri 4/30/21**		
1362	**2.2.7.1**	**CRP2 Readiness**	**24 hrs**	**27 days**	**Mon 3/15/21**	**Tue 4/20/21**		
1363	2.2.7.1.1	Schedule& Align Participants & Facilities	8 hrs	20 days	Mon 3/15/21	Fri 4/9/21	1357SS-10 day	J.Freeland
1364	2.2.7.1.2	Confirm Test Scenarios Prepared	4 hrs	5 days	Wed 4/14/21	Tue 4/20/21	1357FS-3 days	K.Goode,J.Freeland
1365	2.2.7.1.3	Confirm Test Cases Prepared	4 hrs	5 days	Wed 4/14/21	Tue 4/20/21	1357FS-3 days	K.Goode,J.Freeland
1366	2.2.7.1.4	Confirm Data Migration Completed	8 hrs	5 days	Wed 4/14/21	Tue 4/20/21	1364SS	K.Goode,J.Freeland
1367	**2.2.7.2**	**Conduct Conference Room Pilot 2 (CRP2)**	**26 hrs**	**10 days**	**Mon 4/19/21**	**Fri 4/30/21**		
1368	**2.2.7.2.1**	**Budget Planning**	**26 hrs**	**10 days**	**Mon 4/19/21**	**Fri 4/30/21**		
1369	2.2.7.2.1.1	Review/Execute as defined	16 hrs	10 days	Mon 4/19/21	Fri 4/30/21	1356	BDG Lead,A.Bernstein
1370	2.2.7.2.1.2	Review/Execute unresolved items from CRP1	8 hrs	10 days	Mon 4/19/21	Fri 4/30/21	1369SS	A.Bernstein,BDG Lead
1371	2.2.7.2.1.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 4/28/21	Fri 4/30/21	1370FS-3 days	A.Bernstein
1372	**2.2.8**	**Project Management**	**100 hrs**	**62 days**	**Mon 2/8/21**	**Tue 5/4/21**		
1380	**2.3**	**Develop Phase**	**566 hrs**	**66 days**	**Mon 5/3/21**	**Mon 8/2/21**		
1381	**2.3.1**	**Update GOLD Environment Configuration**	**28 hrs**	**11 days**	**Mon 5/3/21**	**Mon 5/17/21**		
1382	**2.3.1.1**	**Budget Planning**	**28 hrs**	**11 days**	**Mon 5/3/21**	**Mon 5/17/21**		
1383	2.3.1.1.1	Complete & document parameter set up	14 hrs	11 days	Mon 5/3/21	Mon 5/17/21	1368	A.Bernstein
1384	2.3.1.1.2	Complete basic data set up	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1383SS	BDG Lead
1385	2.3.1.1.3	Configure GOLD environment	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1383SS	BDG Lead
1386	2.3.1.1.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1383SS	A.Bernstein
1387	**2.3.2**	**Extensions/Interfaces/Reports/Documents**	**246 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1388	2.3.2.1	Extensions (Customizations) Development	1,222 hrs	110 days	Wed 10/28/20	Tue 3/30/21		
1495	**2.3.2.2**	**Interfaces Development**	**136 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1496	**2.3.2.2.1**	**Budget Planning**	**136 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1497	**2.3.2.2.1.1**	**IDD021 - Kronos Position Import for Position Budgeting**	**136 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1498	**2.3.2.2.1.1.1**	**Prepare IDD021 - Kronos Position Import for Position Budgeting**	**38 hrs**	**22 days**	**Mon 5/3/21**	**Tue 6/1/21**		
1499	2.3.2.2.1.1.1.1	Develop Design: IDD021 - Kronos Position Import	24 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1379	A.Bernstein
1500	2.3.2.2.1.1.1.2	Review Design: IDD021 - Kronos Position Import f	4 hrs	3 days	Mon 5/17/21	Wed 5/19/21	1499	BDG Lead
1501	2.3.2.2.1.1.1.3	Discuss Design: IDD021 - Kronos Position Import f	4 hrs	2 days	Thu 5/20/21	Fri 5/21/21	1500	A.Bernstein,BDG Lead
1502	2.3.2.2.1.1.1.4	Refine Design: IDD021 - Kronos Position Import fo	4 hrs	5 days	Mon 5/24/21	Fri 5/28/21	1501	A.Bernstein
1503	2.3.2.2.1.1.1.5	Approve Design: IDD021 - Kronos Position Import	2 hrs	2 days	Mon 5/31/21	Tue 6/1/21	1502	BDG Lead
1504	**2.3.2.2.1.1.2**	**Develop IDD021 - Kronos Position Import for Position Budgeting**	**48 hrs**	**15 days**	**Wed 6/2/21**	**Tue 6/22/21**		
1505	2.3.2.2.1.1.2.1	Development: IDD021 - Kronos Position Import fo	28 hrs	10 days	Wed 6/2/21	Tue 6/15/21	1503	HSO Dev1
1506	2.3.2.2.1.1.2.2	Unit Testing: IDD021 - Kronos Position Import for	12 hrs	3 days	Wed 6/16/21	Fri 6/18/21	1505	HSO Dev1
1507	2.3.2.2.1.1.2.3	Consulting Hand-Off: IDD021 - Kronos Position Im	8 hrs	2 days	Mon 6/21/21	Tue 6/22/21	1506	HSO Dev1,A.Bernstein
1508	**2.3.2.2.1.1.3**	**Transfer & Test IDD021 - Kronos Position Import for Position Budgeting**	**50 hrs**	**12 days**	**Wed 6/23/21**	**Thu 7/8/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1509	2.3.2.2.1.1.3.1	Review, Train & Transfer: IDD021 - Kronos Position	32 hrs	5 days	Wed 6/23/21	Tue 6/29/21	1507	A.Bernstein,BDG Lead
1510	2.3.2.2.1.1.3.2	Test: IDD021 - Kronos Position Import for Position	16 hrs	5 days	Wed 6/30/21	Tue 7/6/21	1509	BDG Lead
1511	2.3.2.2.1.1.3.3	Accept: IDD021 - Kronos Position Import for Positi	2 hrs	2 days	Wed 7/7/21	Thu 7/8/21	1510	BDG Lead
1512	**2.3.2.3**	**Reports & Document**	**110 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1513	~~2.3.2.3.1~~	~~Documents~~	~~0 hrs~~	~~56 days~~	~~Mon 10/5/20~~	~~Mon 12/21/20~~		
1514	**2.3.2.3.2**	**Reports**	**110 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1515	**2.3.2.3.2.1**	**RDD019 - Budget Planning Report #1**	**110 hrs**	**49 days**	**Mon 5/3/21**	**Thu 7/8/21**		
1516	**2.3.2.3.2.1.1**	**Prepare RDD019 - Budget Planning Report #1**	**29 hrs**	**18 days**	**Mon 5/3/21**	**Wed 5/26/21**		
1517	2.3.2.3.2.1.1.1	Develop Design: RDD019 - Budget Planning Repor	16 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1379	A.Bernstein
1518	2.3.2.3.2.1.1.2	Review Design: RDD019 - Budget Planning Report	4 hrs	4 days	Mon 5/17/21	Thu 5/20/21	1517	BDG Lead
1519	2.3.2.3.2.1.1.3	Discuss Design: RDD019 - Budget Planning Report	4 hrs	1 day	Fri 5/21/21	Fri 5/21/21	1518	A.Bernstein,BDG Lead
1520	2.3.2.3.2.1.1.4	Refine Design: RDD019 - Budget Planning Report #	4 hrs	1 day	Mon 5/24/21	Mon 5/24/21	1519	A.Bernstein
1521	2.3.2.3.2.1.1.5	Approve Design: RDD019 - Budget Planning Repor	1 hr	2 days	Tue 5/25/21	Wed 5/26/21	1520	BDG Lead
1522	**2.3.2.3.2.1.2**	**Develop RDD019 - Budget Planning Report #1**	**56 hrs**	**14 days**	**Thu 5/27/21**	**Tue 6/15/21**		
1523	2.3.2.3.2.1.2.1	Development: RDD019 - Budget Planning Report #	36 hrs	10 days	Thu 5/27/21	Wed 6/9/21	1521	HSO Dev1
1524	2.3.2.3.2.1.2.2	Unit Testing: RDD019 - Budget Planning Report #1	12 hrs	2 days	Thu 6/10/21	Fri 6/11/21	1523	HSO Dev1
1525	2.3.2.3.2.1.2.3	Consultant Hand-Off: RDD019 - Budget Planning R	8 hrs	2 days	Mon 6/14/21	Tue 6/15/21	1524	HSO Dev1,A.Bernstein
1526	**2.3.2.3.2.1.3**	**Transfer & Test RDD019 - Budget Planning Report #1**	**25 hrs**	**17 days**	**Wed 6/16/21**	**Thu 7/8/21**		
1527	2.3.2.3.2.1.3.1	Review, Train & Transfer: RDD019 - Budget Planni	16 hrs	10 days	Wed 6/16/21	Tue 6/29/21	1525	A.Bernstein,BDG Lead
1528	2.3.2.3.2.1.3.2	Test: RDD019 - Budget Planning Report #1	8 hrs	5 days	Wed 6/30/21	Tue 7/6/21	1527	BDG Lead
1529	2.3.2.3.2.1.3.3	Accept: RDD019 - Budget Planning Report #1	1 hr	2 days	Wed 7/7/21	Thu 7/8/21	1528	BDG Lead
1530	**2.3.3**	**D365 development managed support**	**24 hrs**	**65 days**	**Mon 5/3/21**	**Fri 7/30/21**		
1531	2.3.3.1	Reprovisioning/update all D365 environments	12 hrs	65 days	Mon 5/3/21	Fri 7/30/21	1379	HSO AA
1532	2.3.3.2	Release code builds from DEV > BUILD > Testing	12 hrs	65 days	Mon 5/3/21	Fri 7/30/21	1531SS	HSO AA
1533	**2.3.4**	**Authorizations/Workflow/Personalizations**	**88 hrs**	**50 days**	**Mon 5/3/21**	**Fri 7/9/21**		
1534	**2.3.4.1**	**Authorizations**	**20 hrs**	**40 days**	**Mon 5/3/21**	**Fri 6/25/21**		
1535	**2.3.4.1.1**	**Authorizations Instruction (Roles)**	**20 hrs**	**40 days**	**Mon 5/3/21**	**Fri 6/25/21**		
1536	2.3.4.1.1.1	Meetings to review Authorizations/Roles	8 hrs	20 days	Mon 5/3/21	Fri 5/28/21	1379	HSO AA,CoR CC
1537	2.3.4.1.1.2	Configure Authorizations/Roles	8 hrs	20 days	Mon 5/31/21	Fri 6/25/21	1536	CoR CC
1538	2.3.4.1.1.3	Support Authorizations/Roles Configurations	4 hrs	20 days	Mon 5/31/21	Fri 6/25/21	1537SS	HSO AA
1539	**2.3.4.2**	**Workflow Instruction, Design, Configuration**	**68 hrs**	**50 days**	**Mon 5/3/21**	**Fri 7/9/21**		
1540	**2.3.4.2.1**	**Workflow Instruction and Design Sessions**	**32 hrs**	**50 days**	**Mon 5/3/21**	**Fri 7/9/21**		
1541	**2.3.4.2.1.1**	**Budget Planning**	**32 hrs**	**50 days**	**Mon 5/3/21**	**Fri 7/9/21**		
1542	2.3.4.2.1.1.1	Workflow Instruction and Design Sessions	12 hrs	20 days	Mon 5/3/21	Fri 5/28/21	1379	A.Bernstein,BDG Lead,CoR CC
1543	2.3.4.2.1.1.2	Workflow Configurations	16 hrs	30 days	Mon 5/31/21	Fri 7/9/21	1542	CoR CC,BDG Lead
1544	2.3.4.2.1.1.3	Workflow Configuration Support	4 hrs	30 days	Mon 5/31/21	Fri 7/9/21	1543SS	A.Bernstein
1545	**2.3.4.2.2**	**Personalizations**	**36 hrs**	**40 days**	**Mon 5/3/21**	**Fri 6/25/21**		
1546	2.3.4.2.2.1	Personalizations instructions	12 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1379	H.Walia,HSO AA,CoR CC
1547	2.3.4.2.2.2	Specify and make personalizations	16 hrs	30 days	Mon 5/17/21	Fri 6/25/21	1546	CoR CC

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1548	2.3.4.2.2.3	Personalizations Support	8 hrs	30 days	Mon 5/17/21	Fri 6/25/21	1547SS	HSO AA,A.Bernstein
1549	**2.3.5**	**Testing - (Cross) Functional Business Scenarios**	**40 hrs**	**30 days**	**Mon 5/17/21**	**Fri 6/25/21**		
1550	**2.3.5.1**	**Budget Planning**	**40 hrs**	**30 days**	**Mon 5/17/21**	**Fri 6/25/21**		
1551	2.3.5.1.1	Test functional business scenarios	16 hrs	30 days	Mon 5/17/21	Fri 6/25/21	1386	BDG Lead
1552	2.3.5.1.2	Test cross functional business scenarios	12 hrs	30 days	Mon 5/17/21	Fri 6/25/21	1551SS	BDG Lead
1553	2.3.5.1.3	Support (cross) functional business scenario testing	12 hrs	30 days	Mon 5/17/21	Fri 6/25/21	1552SS	A.Bernstein
1554	2.3.6	Data Migration	90 hrs	56 days	Tue 1/12/21	Tue 3/30/21		
1561	**2.3.7**	**Conference Room Pilot 3 (CRP3)**	**50 hrs**	**30 days**	**Mon 6/21/21**	**Fri 7/30/21**		
1562	**2.3.7.1**	**CRP3 Readiness**	**24 hrs**	**20 days**	**Mon 6/21/21**	**Fri 7/16/21**		
1563	2.3.7.1.1	Schedule & Align Participants & Facilities	8 hrs	20 days	Mon 6/21/21	Fri 7/16/21	1569SS-20 day	J.Freeland
1564	2.3.7.1.2	Confirm Test Scenarios Prepared	8 hrs	5 days	Mon 7/5/21	Fri 7/9/21	1550FS+5 days	K.Goode,J.Freeland
1565	2.3.7.1.3	Confirm Test Cases Prepared	8 hrs	5 days	Mon 7/5/21	Fri 7/9/21	1550FS+5 days	K.Goode,J.Freeland
1566	2.3.7.1.4	Confirm CRP3 Data Migration	8 hrs	5 days	Tue 1/12/21	Mon 1/18/21	1555	K.Goode,J.Freeland
1567	**2.3.7.2**	**CRP3 Execution**	**26 hrs**	**10 days**	**Mon 7/19/21**	**Fri 7/30/21**		
1568	**2.3.7.2.1**	**Budget Planning**	**26 hrs**	**10 days**	**Mon 7/19/21**	**Fri 7/30/21**		
1569	2.3.7.2.1.1	Review/Execute as defined	16 hrs	10 days	Mon 7/19/21	Fri 7/30/21	1497,1515FS+	A.Bernstein,BDG Lead
1570	2.3.7.2.1.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 7/19/21	Fri 7/30/21	1569SS	A.Bernstein,BDG Lead
1571	2.3.7.2.1.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 7/28/21	Fri 7/30/21	1569FS-3 days	A.Bernstein
1572	**2.3.8**	**Project Management**	**90 hrs**	**66 days**	**Mon 5/3/21**	**Mon 8/2/21**		
1580	**2.4**	**Deliver**	**442 hrs**	**52 days**	**Mon 8/2/21**	**Tue 10/12/21**		
1581	**2.4.1**	**CRP3 Follow-up/Issue Resolution**	**40 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1582	**2.4.1.1**	**Budget Planning**	**40 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1583	2.4.1.1.1	Resolve outstanding test and scenario issues	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	A.Bernstein,BDG Lead
1584	2.4.1.1.2	Resolve outstanding setup and configurations issues	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	A.Bernstein,BDG Lead
1585	2.4.1.1.3	Resolve outstanding extensions issues	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	HSO Dev1
1586	2.4.1.1.4	Resolve outstanding interface issues	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	HSO Dev1
1587	2.4.1.1.5	Resolve outstanding document/reports issues	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	HSO Dev1
1588	**2.4.2**	**Complete system setup - Parameters/Basic (GOLD)**	**24 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1589	**2.4.2.1**	**Budget Planning**	**24 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1590	2.4.2.1.1	Check & complete parameter & data setup	16 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1579	BDG Lead
1591	2.4.2.1.2	Support parameter & data setup efforts	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1590SS	A.Bernstein
1592	**2.4.3**	**Authorizations, Workflow, Personalizations**	**50 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1593	**2.4.3.1**	**Authorizations**	**16 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1594	2.4.3.1.1	Modify Roles as needed	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1581SS	CoR CC
1595	2.4.3.1.2	Test Custom Roles as needed	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1594SS	CoR CC
1596	**2.4.3.2**	**Workflow delivery/completion/testing**	**18 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1597	2.4.3.2.1	Workflow testing	12 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1581SS	CoR CC
1598	2.4.3.2.2	Support Workflow testing and completion	6 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1597SS	A.Bernstein
1599	**2.4.3.3**	**Personalizations**	**16 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1600	2.4.3.3.1	Personalization instructions (forms)	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1581SS	CoR CC,HSO AA

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	
1601	2.4.3.3.2	Specify and complete personalizations	8 hrs	15 days	Mon 8/2/21	Fri 8/20/21	1600SS	CoR CC,HSO AA	
1602	**2.4.4**	**Work instructions complete/documented**	**8 hrs**	**5 days**	**Mon 8/23/21**	**Fri 8/27/21**			
1603	2.4.4.1	Budget Planning	8 hrs	5 days	Mon 8/23/21	Fri 8/27/21	1582	A.Bernstein,BDG Lead	
1604	2.4.5	Data Migration Updates	0 hrs	0 days	Thu 4/8/21	Thu 4/8/21			
1606	**2.4.6**	**D365 Acceptance**	**32 hrs**	**40 days**	**Mon 8/9/21**	**Fri 10/1/21**			
1607	**2.4.6.1**	**Technical acceptance**	**32 hrs**	**40 days**	**Mon 8/9/21**	**Fri 10/1/21**			
1608	2.4.6.1.1	Reprovisioning/update all D365 environments (as needed)	16 hrs	40 days	Mon 8/9/21	Fri 10/1/21	1588FS-10 days	HSO AA,CoR CC	
1609	**2.4.6.1.2**	**Finalize configuration of GOLD environment**	**16 hrs**	**25 days**	**Mon 8/23/21**	**Fri 9/24/21**			
1610	2.4.6.1.2.1	Restore GOLD > TEST for CRP4 Prep	8 hrs	2 days	Mon 8/23/21	Tue 8/24/21	1588	HSO AA	
1611	2.4.6.1.2.2	Restore GOLD > TEST for UAT Prep	8 hrs	2 days	Thu 9/23/21	Fri 9/24/21	1623	HSO AA	
1612	**2.4.7**	**CRP4 - Cross Functional Testing**	**86 hrs**	**37 days**	**Thu 8/5/21**	**Fri 9/24/21**			
1613	**2.4.7.1**	**CRP4 Readiness**	**16 hrs**	**20 days**	**Thu 8/5/21**	**Wed 9/1/21**			
1614	2.4.7.1.1	Schedule & Align Participants & Facilities	8 hrs	20 days	Thu 8/5/21	Wed 9/1/21	1615FS-20 days	J.Freeland	
1615	2.4.7.1.2	Confirm Resolution of CRP3 Issues	8 hrs	3 days	Mon 8/30/21	Wed 9/1/21	1581	K.Goode,J.Freeland	
1616	2.4.7.1.3	Confirm Data Migration Completed	4 hrs	1 day	Mon 10/5/20	Mon 10/5/20		K.Goode,J.Freeland	
1617	**2.4.7.2**	**CRP4 Execution**	**30 hrs**	**10 days**	**Mon 8/30/21**	**Fri 9/10/21**			
1618	**2.4.7.2.1**	**Budget Planning**	**30 hrs**	**10 days**	**Mon 8/30/21**	**Fri 9/10/21**			
1619	2.4.7.2.1.1	Key User (KU) Engagement & Training	4 hrs	5 days	Mon 8/30/21	Fri 9/3/21	1603	A.Bernstein,BDG Lead	
1620	2.4.7.2.1.2	Execute CRP4 Functional & Cross Functional Scenario T	16 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1619	A.Bernstein,BDG Lead	
1621	2.4.7.2.1.3	Review/Execute unresolved items from CRP3	8 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1620SS	A.Bernstein,BDG Lead	
1622	2.4.7.2.1.4	Issue/Defect Documentation (DevOps)	2 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1620SS	A.Bernstein	
1623	**2.4.7.3**	**CRP4 Follow-up/Issue Resolution**	**40 hrs**	**10 days**	**Mon 9/13/21**	**Fri 9/24/21**			
1624	**2.4.7.3.1**	**Budget Planning**	**40 hrs**	**10 days**	**Mon 9/13/21**	**Fri 9/24/21**			
1625	2.4.7.3.1.1	Resolve outstanding setup and configurations issues	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1618	A.Bernstein,BDG Lead	
1626	2.4.7.3.1.2	Resolve outstanding test and scenario issues	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1618	A.Bernstein,BDG Lead	
1627	2.4.7.3.1.3	Resolve outstanding extensions issues	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1618	HSO Dev1	
1628	2.4.7.3.1.4	Resolve outstanding interface issues	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1618	HSO Dev1	
1629	2.4.7.3.1.5	Resolve outstanding document/reports issues	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1618	HSO Dev1	
1630	**2.4.8**	**UAT (Final Acceptance Test)**	**68 hrs**	**47 days**	**Thu 8/5/21**	**Fri 10/8/21**			
1631	**2.4.8.1**	**UAT Readiness**	**24 hrs**	**37 days**	**Thu 8/5/21**	**Fri 9/24/21**			
1632	2.4.8.1.1	Schedule & Align Participants & Facilities	4 hrs	35 days	Thu 8/5/21	Wed 9/22/21	1614FS-20 days	J.Freeland	
1633	2.4.8.1.2	Confirm Resolution of CRP4 Issues	20 hrs	3 days	Wed 9/22/21	Fri 9/24/21	1623FS-3 days	K.Goode,J.Freeland	
1634	2.4.8.1.3	Confirm Data Migration Completed	4 hrs	2 days	Mon 10/5/20	Tue 10/6/20		K.Goode,J.Freeland	
1635	2.4.8.1.4	Confirm Data Migration Completed	0 hrs	3 days	Mon 10/5/20	Wed 10/7/20		K.Goode,J.Freeland	
1638	**2.4.8.2**	**UAT Execution**	**28 hrs**	**5 days**	**Mon 9/27/21**	**Fri 10/1/21**			
1639	**2.4.8.2.1**	**Budget Planning**	**28 hrs**	**5 days**	**Mon 9/27/21**	**Fri 10/1/21**			
1640	2.4.8.2.1.1	Execute UAT Functional & Cross Functional Scenario Te	16 hrs	5 days	Mon 9/27/21	Fri 10/1/21	1624	A.Bernstein,BDG Lead	
1641	2.4.8.2.1.2	Review/Execute unresolved items from CRP4	8 hrs	5 days	Mon 9/27/21	Fri 10/1/21	1640SS	A.Bernstein,BDG Lead	
1642	2.4.8.2.1.3	Issue/Defect Documentation (DevOps)	4 hrs	5 days	Mon 9/27/21	Fri 10/1/21	1640SS	A.Bernstein	
1643	**2.4.8.3**	**UAT Follow up/Issue Resolution**	**16 hrs**	**5 days**	**Mon 10/4/21**	**Fri 10/8/21**			

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1644	**2.4.8.3.1**	**Budget Planning**	**16 hrs**	**5 days**	**Mon 10/4/21**	**Fri 10/8/21**		
1645	2.4.8.3.1.1	Solve last critical issues	4 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1639	A.Bernstein,BDG Lead
1646	2.4.8.3.1.2	Resolve outstanding extensions issues	4 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1639	HSO Dev1
1647	2.4.8.3.1.3	Solve last critical interfaces issues	4 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1639	HSO Dev1
1648	2.4.8.3.1.4	Resolve outstanding document/reports issues	4 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1639	HSO Dev1
1649	**2.4.9**	**Go-Live Cutover Planning and Readiness**	**20 hrs**	**30 days**	**Mon 8/16/21**	**Fri 9/24/21**		
1650	**2.4.9.1**	**End User Training Planning**	**12 hrs**	**30 days**	**Mon 8/16/21**	**Fri 9/24/21**		
1651	2.4.9.1.1	Budget Planning	12 hrs	30 days	Mon 8/16/21	Fri 9/24/21	1638SS-30 days	CoR CC,J.Freeland,K.Goode
1652	**2.4.9.2**	**Perform Cutover planning**	**8 hrs**	**20 days**	**Mon 8/30/21**	**Fri 9/24/21**		
1653	2.4.9.2.1	Budget Planning	8 hrs	20 days	Mon 8/30/21	Fri 9/24/21	1618FS-10 days	CoR CC,J.Freeland,K.Goode
1654	**2.4.10**	**Project Management**	**114 hrs**	**52 days**	**Mon 8/2/21**	**Tue 10/12/21**		
1665	**2.5**	**Deploy**	**189 hrs**	**30 days**	**Mon 9/27/21**	**Fri 11/5/21**		
1666	**2.5.1**	**Train the Trainer execution**	**6 hrs**	**4 days**	**Mon 10/11/21**	**Thu 10/14/21**		
1667	**2.5.1.1**	**Budget Planning**	**6 hrs**	**4 days**	**Mon 10/11/21**	**Thu 10/14/21**		
1668	2.5.1.1.1	Train the Trainer (End User Training)	6 hrs	4 days	Mon 10/11/21	Thu 10/14/21	1651	CoR Trainer,BDG Lead
1669	**2.5.2**	**Review Cutover Plan/Data Migration/Training end users**	**92 hrs**	**15 days**	**Mon 9/27/21**	**Fri 10/15/21**		
1670	**2.5.2.1**	**Cutover Planning**	**48 hrs**	**4 days**	**Mon 9/27/21**	**Thu 9/30/21**		
1671	2.5.2.1.1	Review Cutover Plan	24 hrs	4 days	Mon 9/27/21	Thu 9/30/21	1652	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
1672	2.5.2.1.2	Define/setup internal cutover support procedures	12 hrs	4 days	Mon 9/27/21	Thu 9/30/21	1652	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
1673	2.5.2.1.3	Define/plan for Closing operational activities on current systems	12 hrs	4 days	Mon 9/27/21	Thu 9/30/21	1652	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
1674	2.5.2.2	Data Migration Planning	0 hrs	0 days	Mon 9/27/21	Mon 9/27/21		
1676	**2.5.2.3**	**End User Training Execution**	**44 hrs**	**15 days**	**Mon 9/27/21**	**Fri 10/15/21**		
1677	2.5.2.3.1	Update EUT Materials	12 hrs	5 days	Mon 9/27/21	Fri 10/1/21	1650	CoR Trainer
1678	2.5.2.3.2	General basic D365 training for end users	8 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1639	CoR Trainer
1679	2.5.2.3.3	Specific D365 training for end users	16 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1639	CoR Trainer
1680	2.5.2.3.4	Customer specific training for 3rd party Applications	8 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1639	CoR Trainer
1681	**2.5.3**	**Production Cut-Over Simulation/Mock Go-Live**	**16 hrs**	**14 days**	**Mon 10/11/21**	**Thu 10/28/21**		
1682	2.5.3.1	Extract Data	8 hrs	10 days	Wed 8/4/21	Tue 8/17/21	1643FS-5 days	CoR CC,BDG Lead,J.Freeland
1683	2.5.3.2	Load Data	4 hrs	0.5 days	Wed 8/18/21	Wed 8/18/21	1682	A.Bernstein,BDG Lead
1684	2.5.3.3	Reconcile/Balance Data	4 hrs	0.5 days	Wed 8/18/21	Wed 8/18/21	1683	BDG Lead
1685	2.5.3.4	Manually Enter Open Transactional Documents	8 hrs	1 day	Thu 8/19/21	Thu 8/19/21	1684	BDG Lead
1686	2.5.3.5	Reconcile/Balance after manual data entry	8 hrs	1 day	Fri 8/20/21	Fri 8/20/21	1685	BDG Lead
1687	2.5.3.6	Process 'Live' Transactions	8 hrs	3 days	Tue 10/12/21	Thu 10/14/21	1662	BDG Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1688	2.5.3.7	Resolve any Non-Critical issues	8 hrs	14 days	Mon 10/11/21	Thu 10/28/21	1643	A.Bernstein,BDG Lead
1689	**2.5.4**	**Go-Live Cutover to Operational**	**12 hrs**	**10.5 days**	**Thu 9/30/21**	**Thu 10/14/21**		
1696	**2.5.5**	**Execute Go-Live Cutover Plan**	**20 hrs**	**2.5 days**	**Wed 10/13/21**	**Fri 10/15/21**		
1697	2.5.5.1	Validate Go-Live Cutover Readiness	4 hrs	0.5 days	Wed 10/13/21	Wed 10/13/21	1663	City Team
1698	2.5.5.2	Start Live Operations in PROD	16 hrs	2 days	Wed 10/13/21	Fri 10/15/21	1697	City Team
1699	**2.5.6**	**Project Management**	**43 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
1705	**2.6**	**Operations**	**422 hrs**	**24.5 days**	**Mon 10/11/21**	**Fri 11/12/21**		
1706	**2.6.1**	**Hyper Care**	**380 hrs**	**20 days**	**Fri 10/15/21**	**Fri 11/12/21**		
1707	2.6.1.1	Checks on data quality and procedures	16 hrs	20 days	Fri 10/15/21	Fri 11/12/21	1698	CoR CC
1708	2.6.1.2	Support end users (solve problems)	250 hrs	15 days	Fri 10/15/21	Fri 11/5/21	1698	CoR CC,A.Bernstein,J.Oruwari,H
1709	2.6.1.3	Solve remaining issues	50 hrs	15 days	Fri 10/15/21	Fri 11/5/21	1698	CoR CC,A.Bernstein,J.Oruwari,H
1710	2.6.1.4	Solve remaining software issues	16 hrs	20 days	Fri 10/15/21	Fri 11/12/21	1698	HSO Dev1
1711	2.6.1.5	Solve remaining interface issues	16 hrs	20 days	Fri 10/15/21	Fri 11/12/21	1698	HSO Dev1
1712	2.6.1.6	Solve remaining reporting issues	16 hrs	20 days	Fri 10/15/21	Fri 11/12/21	1698	HSO Dev1
1713	2.6.1.7	Application Management - Systems	16 hrs	15 days	Fri 10/15/21	Fri 11/5/21	1698	HSO AA
1714	**2.6.2**	**Project Management**	**42 hrs**	**20.5 days**	**Mon 10/11/21**	**Mon 11/8/21**		
1719	**3**	**BR2 - Other Workstreams**	**4,771 hrs**	**415 days**	**Mon 10/5/20**	**Fri 5/6/22**		
1720	**3.1**	**Validate & Analyze**	**471 hrs**	**192 days**	**Mon 10/5/20**	**Tue 6/29/21**		
1721	**3.1.1**	**Business Requirements (BRD) Defined**	**109 hrs**	**19 days**	**Mon 5/3/21**	**Thu 5/27/21**		
1722	**3.1.1.1**	**Fixed Assets (BR2)**	**28 hrs**	**19 days**	**Mon 5/3/21**	**Thu 5/27/21**		
1723	3.1.1.1.1	Business Requirements Workshops: validate requirement	12 hrs	10 days	Mon 5/3/21	Fri 5/14/21		H.Walia,FA Lead
1724	3.1.1.1.2	Basic functional D365 training	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1723SS	H.Walia,FA Lead
1725	3.1.1.1.3	Revise and update Business Requirements Document v_x	4 hrs	3 days	Mon 5/17/21	Wed 5/19/21	1723	H.Walia
1726	3.1.1.1.4	Validate BRD v_x	4 hrs	2 days	Thu 5/20/21	Fri 5/21/21	1725	FA Lead
1727	3.1.1.1.5	Review BRD v_x	3 hrs	3 days	Mon 5/24/21	Wed 5/26/21	1726	H.Walia,FA Lead
1728	3.1.1.1.6	Sign-Off BRD v_x	1 hr	1 day	Thu 5/27/21	Thu 5/27/21	1727	FA Lead
1729	**3.1.1.2**	**Expense Management (BR2)**	**29 hrs**	**19 days**	**Mon 5/3/21**	**Thu 5/27/21**		
1730	3.1.1.2.1	Business Requirements Workshops: validate requirement	12 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1723SS	H.Walia,T&E Lead
1731	3.1.1.2.2	Basic functional D365 training	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1730SS	H.Walia,T&E Lead
1732	3.1.1.2.3	Revise and update Business Requirements Document v_x	4 hrs	3 days	Mon 5/17/21	Wed 5/19/21	1730	H.Walia
1733	3.1.1.2.4	Validate BRD v_x	4 hrs	2 days	Thu 5/20/21	Fri 5/21/21	1732	T&E Lead
1734	3.1.1.2.5	Review BRD v_x	4 hrs	3 days	Mon 5/24/21	Wed 5/26/21	1733	T&E Lead,H.Walia
1735	3.1.1.2.6	Sign-Off BRD v_x	1 hr	1 day	Thu 5/27/21	Thu 5/27/21	1734	T&E Lead
1736	~~3.1.1.3~~	~~Cash Receipting - MPOS (BR2)~~	~~53 hrs~~	~~34 days~~	~~Mon 5/3/21~~	~~Thu 6/17/21~~		
1742	**3.1.1.4**	**Request for Quote (RFQ)**	**21 hrs**	**19 days**	**Mon 5/3/21**	**Thu 5/27/21**		
1743	3.1.1.4.1	Business Requirements Workshops: validate requirement	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1723SS	A.Bernstein,PUR Lead
1744	3.1.1.4.2	Basic functional D365 training	4 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1743SS	A.Bernstein,PUR Lead
1745	3.1.1.4.3	Revise and update Business Requirements Document v1.1	4 hrs	2 days	Mon 5/17/21	Tue 5/18/21	1743	A.Bernstein
1746	3.1.1.4.4	Validate BRD v1.1	4 hrs	3 days	Wed 5/19/21	Fri 5/21/21	1745	PUR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	
1747	3.1.1.4.5	Review BRD v1.1	4 hrs	3 days	Mon 5/24/21	Wed 5/26/21	1746	A.Bernstein,PUR Lead	
1748	3.1.1.4.6	Sign-Off BRD v1.1	1 hr	1 day	Thu 5/27/21	Thu 5/27/21	1747	PUR Lead	
1749	**3.1.1.5**	**Vendor Collaboration**	**31 hrs**	**19 days**	**Mon 5/3/21**	**Thu 5/27/21**			
1750	3.1.1.5.1	Business Requirements Workshops: validate requirement	16 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1723SS	J.Oruwari,PUR Lead	
1751	3.1.1.5.2	Basic functional D365 training	2 hrs	10 days	Mon 5/3/21	Fri 5/14/21	1750SS	J.Oruwari,PUR Lead	
1752	3.1.1.5.3	Revise and update Business Requirements Document v1.1	4 hrs	2 days	Mon 5/17/21	Tue 5/18/21	1750	J.Oruwari	
1753	3.1.1.5.4	Validate BRD v1.1	4 hrs	3 days	Wed 5/19/21	Fri 5/21/21	1752	PUR Lead	
1754	3.1.1.5.5	Review BRD v1.1	4 hrs	3 days	Mon 5/24/21	Wed 5/26/21	1753	PUR Lead,J.Oruwari	
1755	3.1.1.5.6	Sign-Off BRD v1.1	1 hr	1 day	Thu 5/27/21	Thu 5/27/21	1754	PUR Lead	
1756	**3.1.2**	**Define Test Scenarios & Cases**	**192 hrs**	**20 days**	**Mon 5/17/21**	**Fri 6/11/21**			
1757	**3.1.2.1**	**Fixed Assets (BR2)**	**32 hrs**	**20 days**	**Mon 5/17/21**	**Fri 6/11/21**			
1758	3.1.2.1.1	Define Business Scenarios	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1723	FA Lead	
1759	3.1.2.1.2	Define & Configure Business Scenarios in Demo Env	16 hrs	20 days	Mon 5/17/21	Fri 6/11/21	1758SS	H.Walia	
1760	**3.1.2.2**	**Expense Management (BR2)**	**32 hrs**	**20 days**	**Mon 5/17/21**	**Fri 6/11/21**			
1761	3.1.2.2.1	Define Business Scenarios	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1730	T&E Lead	
1762	3.1.2.2.2	Define & Configure Business Scenarios in Demo Env	16 hrs	20 days	Mon 5/17/21	Fri 6/11/21	1761SS	H.Walia	
1763	3.1.2.3	Cash Receipting - MPOS (BR2)	28 hrs	20 days	Mon 11/16/20	Fri 12/11/20			
1766	**3.1.2.4**	**Request for Quote (RFQ)**	**32 hrs**	**20 days**	**Mon 5/17/21**	**Fri 6/11/21**			
1767	3.1.2.4.1	Define Business Scenarios	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1743	PUR Lead	
1768	3.1.2.4.2	Define & Configure Business Scenarios in Demo Env	16 hrs	20 days	Mon 5/17/21	Fri 6/11/21	1767SS	A.Bernstein	
1769	**3.1.2.5**	**Vendor Collaboration**	**32 hrs**	**20 days**	**Mon 5/17/21**	**Fri 6/11/21**			
1770	3.1.2.5.1	Define Business Scenarios	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1750	PUR Lead	
1771	3.1.2.5.2	Define & Configure Business Scenarios in Demo Env	16 hrs	20 days	Mon 5/17/21	Fri 6/11/21	1770SS	J.Oruwari	
1772	**3.1.2.6**	**Document Solution Design - Draft (SDD)**	**64 hrs**	**15 days**	**Mon 5/17/21**	**Fri 6/4/21**			
1773	3.1.2.6.1	Fixed Assets (BR2)	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1725SS	H.Walia	
1774	3.1.2.6.2	Travel& Expense (BR2)	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1732SS	H.Walia	
1775	3.1.2.6.3	Cash Receipting - MPOS (BR2)	16 hrs	15 days	Wed 12/2/20	Tue 12/22/20	1740SS	H.Walia	
1776	3.1.2.6.4	Request for Quote (RFQ)	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1745SS	A.Bernstein	
1777	3.1.2.6.5	Vendor Collaboration	16 hrs	15 days	Mon 5/17/21	Fri 6/4/21	1752SS	J.Oruwari	
1778	**3.1.3**	**Document and management reporting**	**0 hrs**	**161 days**	**Mon 10/5/20**	**Mon 5/17/21**			
1779	3.1.3.1	Define and document Reporting and BI strategy	0 hrs	1 day	Mon 5/17/21	Mon 5/17/21	1723		
1780	**3.1.3.2**	**Overview critical document layouts (customer-facing)**	**0 hrs**	**0 days**	**Mon 10/5/20**	**Mon 10/5/20**			
1781	3.1.3.2.1	MPOS (POS) Treasury/Cash & Bank	1 hr	10 days	Mon 5/3/21	Fri 5/14/21	1737SS	H.Walia,CR Lead	
1782	**3.1.4**	**Conduct Conference Room Pilot 1 (CRP1)**	**80 hrs**	**30 days**	**Mon 5/17/21**	**Fri 6/25/21**			
1783	**3.1.4.1**	**CRP1 Readiness**	**8 hrs**	**25 days**	**Mon 5/17/21**	**Fri 6/18/21**			
1784	3.1.4.1.1	Confirm Test Scenarios Prepared	2 hrs	5 days	Mon 6/7/21	Fri 6/11/21	1788SS-5 days	J.Freeland	
1785	3.1.4.1.2	Confirm Test Cases Prepared	2 hrs	5 days	Mon 6/14/21	Fri 6/18/21	1784	J.Freeland	
1786	3.1.4.1.3	Schedule & Align Participants & Facilities	4 hrs	20 days	Mon 5/17/21	Fri 6/11/21	1784SS-15 day	J.Freeland	
1787	**3.1.4.2**	**Fixed Assets**	**18 hrs**	**10 days**	**Mon 6/14/21**	**Fri 6/25/21**			
1788	3.1.4.2.1	Review/Execute as defined	16 hrs	10 days	Mon 6/14/21	Fri 6/25/21	1757	H.Walia,FA Lead	

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	
1789	3.1.4.2.2	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 6/23/21	Fri 6/25/21	1788FS-3 days	H.Walia	
1790	**3.1.4.3**	**Expense Management**	**18 hrs**	**10 days**	**Mon 6/14/21**	**Fri 6/25/21**			
1791	3.1.4.3.1	Review/Execute as defined	16 hrs	10 days	Mon 6/14/21	Fri 6/25/21	1760	H.Walia,T&E Lead	
1792	3.1.4.3.2	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 6/23/21	Fri 6/25/21	1791FS-3 days	H.Walia	
1793	3.1.4.4	Cash Receipting - MPOS	18 hrs	20 days	Wed 12/16/20	Tue 1/12/21			
1796	**3.1.4.5**	**Request for Quote (RFQ)**	**18 hrs**	**10 days**	**Mon 6/14/21**	**Fri 6/25/21**			
1797	3.1.4.5.1	Review/Execute as defined	16 hrs	10 days	Mon 6/14/21	Fri 6/25/21	1766	A.Bernstein,PUR Lead	
1798	3.1.4.5.2	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 6/23/21	Fri 6/25/21	1797FS-3 days	A.Bernstein	
1799	**3.1.4.6**	**Vendor Collaboration**	**18 hrs**	**10 days**	**Mon 6/14/21**	**Fri 6/25/21**			
1800	3.1.4.6.1	Review/Execute as defined	16 hrs	10 days	Mon 6/14/21	Fri 6/25/21	1769	J.Oruwari,PUR Lead	
1801	3.1.4.6.2	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 6/23/21	Fri 6/25/21	1800FS-3 days	J.Oruwari	
1802	**3.1.5**	**Project Management**	**90 hrs**	**52 days**	**Mon 4/19/21**	**Tue 6/29/21**			
1809	**3.2**	**Design Phase**	**702 hrs**	**70 days**	**Mon 6/28/21**	**Fri 10/1/21**			
1810	**3.2.1**	**Application & Architecture**	**28 hrs**	**60 days**	**Mon 7/5/21**	**Fri 9/24/21**			
1811	3.2.1.1	Refresh GOLD > TEST Environment	4 hrs	5 days	Mon 7/5/21	Fri 7/9/21	1816	HSO AA	
1812	3.2.1.2	Reprovisioning/update all D365 environments as needed	12 hrs	55 days	Mon 7/12/21	Fri 9/24/21	1811	HSO AA,CoR IT	
1813	3.2.1.3	Application management	12 hrs	55 days	Mon 7/12/21	Fri 9/24/21	1811	HSO AA	
1814	**3.2.2**	**Configure & Validate D365 Prototype Environment**	**156 hrs**	**25 days**	**Mon 6/28/21**	**Fri 7/30/21**			
1815	**3.2.2.1**	**Fixed Assets (BR2)**	**40 hrs**	**25 days**	**Mon 6/28/21**	**Fri 7/30/21**			
1816	3.2.2.1.1	Populate Reference data & Configurations in TEST by Wor	8 hrs	5 days	Mon 6/28/21	Fri 7/2/21	1782	H.Walia	
1817	3.2.2.1.2	Setup business scenarios in D365	16 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1816	H.Walia	
1818	3.2.2.1.3	Identify and solve issues in business scenarios	8 hrs	20 days	Mon 7/5/21	Fri 7/30/21	1817SS	H.Walia	
1819	3.2.2.1.4	Support business scenario configuration and troubleshoo	8 hrs	20 days	Mon 7/5/21	Fri 7/30/21	1817SS	FA Lead	
1820	**3.2.2.2**	**Expense Management (BR2)**	**40 hrs**	**25 days**	**Mon 6/28/21**	**Fri 7/30/21**			
1821	3.2.2.2.1	Populate Reference data & Configurations in TEST by Wor	8 hrs	5 days	Mon 6/28/21	Fri 7/2/21	1782	H.Walia	
1822	3.2.2.2.2	Setup business scenarios in D365	16 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1821	H.Walia	
1823	3.2.2.2.3	Identify and solve issues in business scenarios	8 hrs	20 days	Mon 7/5/21	Fri 7/30/21	1822SS	H.Walia	
1824	3.2.2.2.4	Support business scenario configuration and troubleshoo	8 hrs	20 days	Mon 7/5/21	Fri 7/30/21	1823SS	T&E Lead	
1825	3.2.2.3	Cash Receipting - MPOS (BR2)	40 hrs	26 days	Wed 1/13/21	Wed 2/17/21			
1830	**3.2.2.4**	**Request for Quote (RFQ)**	**32 hrs**	**20 days**	**Mon 6/28/21**	**Fri 7/23/21**			
1831	3.2.2.4.1	Populate Reference data & Configurations in TEST by Wor	8 hrs	4 days	Mon 6/28/21	Thu 7/1/21	1782	A.Bernstein	
1832	3.2.2.4.2	Setup business scenarios in D365	8 hrs	10 days	Mon 7/5/21	Fri 7/16/21	1831	A.Bernstein	
1833	3.2.2.4.3	Identify and solve issues in business scenarios	8 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1832SS	A.Bernstein	
1834	3.2.2.4.4	Support business scenario configuration and troubleshoo	8 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1832SS	PUR Lead	
1835	**3.2.2.5**	**Vendor Collaboration**	**44 hrs**	**20 days**	**Mon 6/28/21**	**Fri 7/23/21**			
1836	3.2.2.5.1	Populate Reference data & Configurations in TEST by Wor	8 hrs	5 days	Mon 6/28/21	Fri 7/2/21	1782	J.Oruwari	
1837	3.2.2.5.2	Setup business scenarios in D365	16 hrs	10 days	Mon 7/5/21	Fri 7/16/21	1836	J.Oruwari	
1838	3.2.2.5.3	Identify and solve issues in business scenarios	8 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1837SS	J.Oruwari	
1839	3.2.2.5.4	Support business scenario configuration and troubleshoo	12 hrs	15 days	Mon 7/5/21	Fri 7/23/21	1837SS	PUR Lead	
1840	**3.2.3**	**Basic Data migration**	**24 hrs**	**25 days**	**Mon 6/28/21**	**Fri 7/30/21**			

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1841	**3.2.3.1**	**Fixed Asset data, Acquisition and Depreciation valuations**	**24 hrs**	**25 days**	**Mon 6/28/21**	**Fri 7/30/21**		
1842	3.2.3.1.1	Data mapping activities	8 hrs	10 days	Mon 6/28/21	Fri 7/9/21	1787	FA Lead,HSO DM,H.Walia,CoR CC
1843	3.2.3.1.2	Deliver sample data set	8 hrs	10 days	Mon 7/12/21	Fri 7/23/21	1842	CoR CC
1844	3.2.3.1.3	Import / Hand Key Basic Data into D365	8 hrs	5 days	Mon 7/26/21	Fri 7/30/21	1843	FA Lead,H.Walia
1845	**3.2.3.2**	**Expense Management (BR2)**	**0 hrs**	**0 days**	**Mon 6/28/21**	**Mon 6/28/21**		
1846	3.2.3.2.1	None identified	0 hrs	0 days	Mon 6/28/21	Mon 6/28/21	1790	
1847	3.2.3.3	Cash Receipting - MPOS (BR2)	0 hrs	0 days	Wed 1/13/21	Wed 1/13/21		
1849	**3.2.3.4**	**Procurement - RFQ**	**0 hrs**	**0 days**	**Mon 6/28/21**	**Mon 6/28/21**		
1850	3.2.3.4.1	None identified	0 hrs	0 days	Mon 6/28/21	Mon 6/28/21	1796	
1851	**3.2.3.5**	**Procurement - Vendor Collaboration**	**0 hrs**	**0 days**	**Mon 6/28/21**	**Mon 6/28/21**		
1852	3.2.3.5.1	None identified	0 hrs	0 days	Mon 6/28/21	Mon 6/28/21	1799	
1853	**3.2.4**	**Train and Validation Business Requirements**	**124 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1854	**3.2.4.1**	**Fixed Assets**	**36 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1855	3.2.4.1.1	Playback: knowledge transfer based on Business Requirer	24 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1815,1841	H.Walia,FA Lead
1856	3.2.4.1.2	Document Business Requirements (BRQs) V2 & Gap List V	8 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1855SS	H.Walia
1857	3.2.4.1.3	Validate and accept Business Requirements	4 hrs	5 days	Mon 8/16/21	Fri 8/20/21	1856	FA Lead
1858	**3.2.4.2**	**Expense Management**	**36 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1859	3.2.4.2.1	Playback: knowledge transfer based on Business Requirer	24 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1814	T&E Lead,H.Walia
1860	3.2.4.2.2	Document Business Requirements (BRQs) V2 & Gap List V	8 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1859SS	H.Walia
1861	3.2.4.2.3	Validate and accept Business Requirements	4 hrs	5 days	Mon 8/16/21	Fri 8/20/21	1860	T&E Lead
1862	3.2.4.3	Cash Receipting (MPOS)	28 hrs	16 days	Wed 1/13/21	Wed 2/3/21		
1866	**3.2.4.4**	**Request for Quote (RFQ)**	**24 hrs**	**14 days**	**Mon 8/2/21**	**Thu 8/19/21**		
1867	3.2.4.4.1	Playback: knowledge transfer based on Business Requirer	12 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1814	A.Bernstein,PUR Lead
1868	3.2.4.4.2	Document Business Requirements (BRQs) V2 & Gap List V	8 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1867SS	A.Bernstein,PUR Lead
1869	3.2.4.4.3	Validate and accept Business Requirements	4 hrs	4 days	Mon 8/16/21	Thu 8/19/21	1868	PUR Lead
1870	**3.2.4.5**	**Vendor Collaboration**	**28 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1871	3.2.4.5.1	Playback: knowledge transfer based on Business Requirer	16 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1814	J.Oruwari,PUR Lead
1872	3.2.4.5.2	Document Business Requirements (BRQs) V2 & Gap List V	8 hrs	10 days	Mon 8/2/21	Fri 8/13/21	1871SS	J.Oruwari,PUR Lead
1873	3.2.4.5.3	Validate and accept Business Requirements	4 hrs	5 days	Mon 8/16/21	Fri 8/20/21	1872	PUR Lead
1874	**3.2.5**	**Document Solution Design**	**62 hrs**	**20 days**	**Mon 7/26/21**	**Fri 8/20/21**		
1875	**3.2.5.1**	**Fixed Assets**	**20 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1876	3.2.5.1.1	Update prototype decisions in Solution Design Document	4 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1815	H.Walia
1877	3.2.5.1.2	Document required changes in SDD	4 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1876	H.Walia
1878	3.2.5.1.3	Document D365 interfaces in SDD	4 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1876	H.Walia
1879	3.2.5.1.4	Document critical reports in SDD	4 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1876	H.Walia
1880	3.2.5.1.5	Approve Fundamentals in SDD	4 hrs	5 days	Mon 8/16/21	Fri 8/20/21	1879	FA Lead
1881	**3.2.5.2**	**Expense Management**	**14 hrs**	**15 days**	**Mon 8/2/21**	**Fri 8/20/21**		
1882	3.2.5.2.1	Update prototype decisions in Solution Design Document	4 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1820	H.Walia
1883	3.2.5.2.2	Document required changes in SDD	2 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1882	H.Walia

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1884	3.2.5.2.3	Document D365 interfaces in SDD	2 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1882	H.Walia
1885	3.2.5.2.4	Document critical reports in SDD	2 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1882	H.Walia
1886	3.2.5.2.5	Approve Fundamentals in SDD	4 hrs	5 days	Mon 8/16/21	Fri 8/20/21	1885	T&E Lead
1887	3.2.5.3	Cash Receipting (MPOS)	32 hrs	20 days	Fri 2/19/21	Thu 3/18/21		
1893	**3.2.5.4**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**28 hrs**	**15 days**	**Mon 7/26/21**	**Fri 8/13/21**		
1894	**3.2.5.4.1**	**Request for Quote (RFQ)**	**14 hrs**	**15 days**	**Mon 7/26/21**	**Fri 8/13/21**		
1895	3.2.5.4.1.1	Update prototype decisions in Solution Design Docume	4 hrs	5 days	Mon 7/26/21	Fri 7/30/21	1830	A.Bernstein
1896	3.2.5.4.1.2	Document required changes in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1895	A.Bernstein
1897	3.2.5.4.1.3	Document D365 interfaces in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1895	A.Bernstein
1898	3.2.5.4.1.4	Document critical reports in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1895	A.Bernstein
1899	3.2.5.4.1.5	Approve Fundamentals in SDD	4 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1898	PUR Lead
1900	**3.2.5.4.2**	**Vendor Collaboration**	**14 hrs**	**15 days**	**Mon 7/26/21**	**Fri 8/13/21**		
1901	3.2.5.4.2.1	Update prototype decisions in Solution Design Docume	4 hrs	5 days	Mon 7/26/21	Fri 7/30/21	1835	J.Oruwari
1902	3.2.5.4.2.2	Document required changes in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1901	J.Oruwari
1903	3.2.5.4.2.3	Document D365 interfaces in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1901	J.Oruwari
1904	3.2.5.4.2.4	Document critical reports in SDD	2 hrs	5 days	Mon 8/2/21	Fri 8/6/21	1901	J.Oruwari
1905	3.2.5.4.2.5	Approve Fundamentals in SDD	4 hrs	5 days	Mon 8/9/21	Fri 8/13/21	1904	PUR Lead
1906	**3.2.6**	**Define test cases**	**90 hrs**	**16 days**	**Fri 8/20/21**	**Fri 9/10/21**		
1907	**3.2.6.1**	**Fixed Assets (BR2)**	**28 hrs**	**15 days**	**Mon 8/23/21**	**Fri 9/10/21**		
1908	3.2.6.1.1	Prepare test plan	4 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1857	FA Lead
1909	3.2.6.1.2	Document functional test cases	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1908SS	FA Lead
1910	3.2.6.1.3	Document cross functional test cases	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1908SS	FA Lead
1911	3.2.6.1.4	Support Functional and cross functional case documentat	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1908SS	H.Walia
1912	**3.2.6.2**	**Expense Management**	**30 hrs**	**15 days**	**Mon 8/23/21**	**Fri 9/10/21**		
1913	3.2.6.2.1	Prepare test plan	6 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1861	T&E Lead
1914	3.2.6.2.2	Document functional test cases	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1913SS	T&E Lead
1915	3.2.6.2.3	Document cross functional test cases	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1913SS	T&E Lead
1916	3.2.6.2.4	Support Functional and cross functional case documentat	8 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1913SS	H.Walia
1917	3.2.6.3	Cash Receipting - MPOS (BR2)	36 hrs	15 days	Tue 2/2/21	Mon 2/22/21		
1922	**3.2.6.4**	**Request for Quote (RFQ)**	**16 hrs**	**15 days**	**Fri 8/20/21**	**Thu 9/9/21**		
1923	3.2.6.4.1	Prepare test plan	4 hrs	15 days	Fri 8/20/21	Thu 9/9/21	1869	PUR Lead
1924	3.2.6.4.2	Document functional test cases	4 hrs	15 days	Fri 8/20/21	Thu 9/9/21	1923SS	PUR Lead
1925	3.2.6.4.3	Document cross functional test cases	4 hrs	15 days	Fri 8/20/21	Thu 9/9/21	1923SS	PUR Lead
1926	3.2.6.4.4	Support Functional and cross functional case documentat	4 hrs	15 days	Fri 8/20/21	Thu 9/9/21	1923SS	A.Bernstein
1927	**3.2.6.5**	**Vendor Collaboration**	**16 hrs**	**15 days**	**Mon 8/23/21**	**Fri 9/10/21**		
1928	3.2.6.5.1	Prepare test plan	4 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1873	PUR Lead
1929	3.2.6.5.2	Document functional test cases	4 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1928SS	PUR Lead
1930	3.2.6.5.3	Document cross functional test cases	4 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1928SS	PUR Lead
1931	3.2.6.5.4	Support Functional and cross functional case documentat	4 hrs	15 days	Mon 8/23/21	Fri 9/10/21	1928SS	J.Oruwari
1932	**3.2.7**	**Conference Room Pilot 2 (CRP2)**	**128 hrs**	**30 days**	**Mon 8/16/21**	**Fri 9/24/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1933	**3.2.7.1**	**CRP2 Readiness**	**24 hrs**	**20 days**	**Mon 8/16/21**	**Fri 9/10/21**		
1934	3.2.7.1.1	Schedule& Align Participants & Facilities	8 hrs	10 days	Mon 8/16/21	Fri 8/27/21	1940SS-20 day	J.Freeland
1935	3.2.7.1.2	Confirm Test Scenarios Prepared	4 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1940SS-5 days	K.Goode,J.Freeland
1936	3.2.7.1.3	Confirm Test Cases Prepared	4 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1935SS	K.Goode,J.Freeland
1937	3.2.7.1.4	Confirm Data Migration Completed	8 hrs	5 days	Mon 9/6/21	Fri 9/10/21	1935SS	K.Goode,J.Freeland
1938	**3.2.7.2**	**Conduct Conference Room Pilot 2 (CRP2)**	**104 hrs**	**11 days**	**Fri 9/10/21**	**Fri 9/24/21**		
1939	**3.2.7.2.1**	**Fixed Assets**	**26 hrs**	**10 days**	**Mon 9/13/21**	**Fri 9/24/21**		
1940	3.2.7.2.1.1	Review/Execute as defined	16 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1907	FA Lead,H.Walia
1941	3.2.7.2.1.2	Review/Execute unresolved items from CRP1	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1940SS	H.Walia,FA Lead
1942	3.2.7.2.1.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 9/22/21	Fri 9/24/21	1940FS-3 days	H.Walia
1943	**3.2.7.2.2**	**Expense Management**	**26 hrs**	**10 days**	**Mon 9/13/21**	**Fri 9/24/21**		
1944	3.2.7.2.2.1	Review/Execute as defined	16 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1912	T&E Lead,H.Walia
1945	3.2.7.2.2.2	Review/Execute unresolved items from CRP1	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1944SS	H.Walia,T&E Lead
1946	3.2.7.2.2.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 9/22/21	Fri 9/24/21	1945FS-3 days	H.Walia
1947	3.2.7.2.3	Cash Receipting - MPOS	26 hrs	20 days	Wed 2/24/21	Tue 3/23/21		
1951	**3.2.7.2.4**	**Request for Quote (RFQ)**	**26 hrs**	**11 days**	**Fri 9/10/21**	**Fri 9/24/21**		
1952	3.2.7.2.4.1	Review/Execute as defined	16 hrs	11 days	Fri 9/10/21	Fri 9/24/21	1922	PUR Lead,A.Bernstein
1953	3.2.7.2.4.2	Review/Execute unresolved items from CRP1	8 hrs	11 days	Fri 9/10/21	Fri 9/24/21	1952SS	A.Bernstein
1954	3.2.7.2.4.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 9/22/21	Fri 9/24/21	1953FS-3 days	A.Bernstein
1955	**3.2.7.2.5**	**Vendor Collaboration**	**26 hrs**	**10 days**	**Mon 9/13/21**	**Fri 9/24/21**		
1956	3.2.7.2.5.1	Review/Execute as defined	16 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1927	PUR Lead,J.Oruwari
1957	3.2.7.2.5.2	Review/Execute unresolved items from CRP1	8 hrs	10 days	Mon 9/13/21	Fri 9/24/21	1956SS	J.Oruwari
1958	3.2.7.2.5.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 9/22/21	Fri 9/24/21	1957FS-3 days	J.Oruwari
1959	**3.2.8**	**Project Management**	**90 hrs**	**70 days**	**Mon 6/28/21**	**Fri 10/1/21**		
1967	**3.3**	**Develop Phase**	**1,627 hrs**	**320 days**	**Mon 10/5/20**	**Fri 12/24/21**		
1968	**3.3.1**	**Update GOLD Environment Configuration**	**80 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1969	**3.3.1.1**	**Finance & Control**	**40 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1970	**3.3.1.1.1**	**Fixed Assets**	**20 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1971	3.3.1.1.1.1	Complete & document parameter set up	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1932	H.Walia
1972	3.3.1.1.1.2	Complete basic data set up	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1971SS	FA Lead
1973	3.3.1.1.1.3	Configure GOLD environment	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1971SS	FA Lead
1974	3.3.1.1.1.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1971SS	H.Walia
1975	**3.3.1.1.2**	**Expense Management**	**20 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1976	3.3.1.1.2.1	Complete & document parameter set up	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1932	H.Walia
1977	3.3.1.1.2.2	Complete basic data set up	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1976SS	T&E Lead
1978	3.3.1.1.2.3	Configure GOLD environment	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1976SS	T&E Lead
1979	3.3.1.1.2.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1976SS	H.Walia
1980	3.3.1.1.3	Cash Receipting (MPOS)	20 hrs	10 days	Mon 10/5/20	Fri 10/16/20		
1985	**3.3.1.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**40 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1986	**3.3.1.2.1**	**Request for Quote (RFQ)**	**20 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
1987	3.3.1.2.1.1	Complete & document parameter set up	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1932	A.Bernstein
1988	3.3.1.2.1.2	Complete basic data set up	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1987SS	PUR Lead
1989	3.3.1.2.1.3	Configure GOLD environment	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1987SS	PUR Lead
1990	3.3.1.2.1.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1987SS	A.Bernstein
1991	**3.3.1.2.2**	**Vendor Collaboration**	**20 hrs**	**10 days**	**Mon 9/27/21**	**Fri 10/8/21**		
1992	3.3.1.2.2.1	Complete & document parameter set up	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1932	J.Oruwari
1993	3.3.1.2.2.2	Complete basic data set up	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1992SS	PUR Lead
1994	3.3.1.2.2.3	Configure GOLD environment	4 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1992SS	PUR Lead
1995	3.3.1.2.2.4	Data setup/GOLD Configure Support	6 hrs	10 days	Mon 9/27/21	Fri 10/8/21	1992SS	J.Oruwari
1996	**3.3.2**	**Extensions/Interfaces/Reports/Documents**	**712 hrs**	**316 days**	**Mon 10/5/20**	**Mon 12/20/21**		
1997	~~3.3.2.1~~	~~Extensions (Customizations) Development~~	~~300 hrs~~	~~56 days~~	~~Mon 1/4/21~~	~~Mon 3/22/21~~		
2053	**3.3.2.2**	**Interfaces Development**	**492 hrs**	**51 days**	**Mon 10/4/21**	**Mon 12/13/21**		
2054	**3.3.2.2.1**	**Finance & Control**	**407 hrs**	**49 days**	**Mon 10/4/21**	**Thu 12/9/21**		
2055	**3.3.2.2.1.1**	**General Ledger/Budget Planning**	**407 hrs**	**49 days**	**Mon 10/4/21**	**Thu 12/9/21**		
2056	**3.3.2.2.1.1.1**	**IDD-I-014 - ActiveNet > D365 General Ledger**	**69 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2057	**3.3.2.2.1.1.1.1**	**Prepare IDD-I-014 - ActiveNet > D365 General Ledger**	**20 hrs**	**15 days**	**Mon 10/4/21**	**Fri 10/22/21**		
2058	3.3.2.2.1.1.1.1.1	Develop Design: IDD-I-014 - ActiveNet > D365 (	8 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1966	A.Bernstein,GL Lead
2059	3.3.2.2.1.1.1.1.2	Review Design: IDD-I-014 - ActiveNet > D365 G	2 hrs	3 days	Mon 10/11/21	Wed 10/13/21	2058	GL Lead
2060	3.3.2.2.1.1.1.1.3	Discuss Design: IDD-I-014 - ActiveNet > D365 Ge	4 hrs	3 days	Thu 10/14/21	Mon 10/18/21	2059	A.Bernstein,GL Lead
2061	3.3.2.2.1.1.1.1.4	Refine Design: IDD-I-014 - ActiveNet > D365 Ge	4 hrs	2 days	Tue 10/19/21	Wed 10/20/21	2060	A.Bernstein
2062	3.3.2.2.1.1.1.1.5	Approve Design: IDD-I-014 - ActiveNet > D365 (	2 hrs	2 days	Thu 10/21/21	Fri 10/22/21	2061	GL Lead
2063	**3.3.2.2.1.1.1.2**	**Develop IDD-I-014 - ActiveNet > D365 General Ledger**	**32 hrs**	**15 days**	**Mon 10/25/21**	**Fri 11/12/21**		
2064	3.3.2.2.1.1.1.2.1	Development: IDD-I-014 - ActiveNet > D365 Ger	24 hrs	8 days	Mon 10/25/21	Wed 11/3/21	2062	HSO Dev1
2065	3.3.2.2.1.1.1.2.2	Unit Testing: IDD-I-014 - ActiveNet > D365 Gene	4 hrs	2 days	Thu 11/4/21	Fri 11/5/21	2064	HSO Dev1
2066	3.3.2.2.1.1.1.2.3	Consulting Hand-Off: IDD-I-014 - ActiveNet > D3	4 hrs	5 days	Mon 11/8/21	Fri 11/12/21	2065	HSO Dev1,A.Bernstein
2067	**3.3.2.2.1.1.1.3**	**Transfer & Test IDD-I-014 - ActiveNet > D365 General Ledger**	**17 hrs**	**10 days**	**Mon 11/15/21**	**Fri 11/26/21**		
2068	3.3.2.2.1.1.1.3.1	Review, Train & Transfer: IDD-I-014 - ActiveNet	8 hrs	5 days	Mon 11/15/21	Fri 11/19/21	2066	A.Bernstein,GL Lead
2069	3.3.2.2.1.1.1.3.2	Test: IDD-I-014 - ActiveNet > D365 General Ledg	8 hrs	3 days	Mon 11/22/21	Wed 11/24/21	2068	GL Lead
2070	3.3.2.2.1.1.1.3.3	Accept: IDD-I-014 - ActiveNet > D365 General Le	1 hr	2 days	Thu 11/25/21	Fri 11/26/21	2069	GL Lead
2071	**3.3.2.2.1.1.2**	**IDD-I-016 - Kronos Payroll > D365 General Ledger (ALE/GJ)**	**95 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2072	**3.3.2.2.1.1.2.1**	**Prepare IDD-I-016 - Kronos Payroll > D365 General Ledger (ALE/GJ)**	**34 hrs**	**15 days**	**Mon 10/4/21**	**Fri 10/22/21**		
2073	3.3.2.2.1.1.2.1.1	Develop Design: IDD-I-016 - Kronos Payroll > D	20 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1966	A.Bernstein,GL Lead
2074	3.3.2.2.1.1.2.1.2	Review Design: IDD-I-016 - Kronos Payroll > D3	4 hrs	3 days	Mon 10/11/21	Wed 10/13/21	2073	GL Lead
2075	3.3.2.2.1.1.2.1.3	Discuss Design: IDD-I-016 - Kronos Payroll > D36	4 hrs	3 days	Thu 10/14/21	Mon 10/18/21	2074	A.Bernstein,GL Lead
2076	3.3.2.2.1.1.2.1.4	Refine Design: IDD-I-016 - Kronos Payroll > D36	4 hrs	2 days	Tue 10/19/21	Wed 10/20/21	2075	A.Bernstein
2077	3.3.2.2.1.1.2.1.5	Approve Design: IDD-I-016 - Kronos Payroll > D	2 hrs	2 days	Thu 10/21/21	Fri 10/22/21	2076	GL Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2078	**3.3.2.2.1.1.2.2**	**Develop IDD-I-016 - Kronos Payroll > D365 General Ledger (ALE/GJ)**	**36 hrs**	**15 days**	**Mon 10/25/21**	**Fri 11/12/21**		
2079	3.3.2.2.1.1.2.2.1	Development: IDD-I-016 - Kronos Payroll > D365	24 hrs	8 days	Mon 10/25/21	Wed 11/3/21	2077	HSO Dev1
2080	3.3.2.2.1.1.2.2.2	Unit Testing: IDD-I-016 - Kronos Payroll > D365	4 hrs	2 days	Thu 11/4/21	Fri 11/5/21	2079	HSO Dev1
2081	3.3.2.2.1.1.2.2.3	Consulting Hand-Off: IDD-I-016 - Kronos Payroll	8 hrs	5 days	Mon 11/8/21	Fri 11/12/21	2080	HSO Dev1,A.Bernstein
2082	**3.3.2.2.1.1.2.3**	**Transfer & Test IDD-I-016 - Kronos Payroll > D365 General Ledger (ALE/GJ)**	**25 hrs**	**10 days**	**Mon 11/15/21**	**Fri 11/26/21**		
2083	3.3.2.2.1.1.2.3.1	Review, Train & Transfer: IDD-I-016 - Kronos Pa	16 hrs	5 days	Mon 11/15/21	Fri 11/19/21	2081	A.Bernstein,GL Lead
2084	3.3.2.2.1.1.2.3.2	Test: IDD-I-016 - Kronos Payroll > D365 General	8 hrs	3 days	Mon 11/22/21	Wed 11/24/21	2083	GL Lead
2085	3.3.2.2.1.1.2.3.3	Accept: IDD-I-016 - Kronos Payroll > D365 Gene	1 hr	2 days	Thu 11/25/21	Fri 11/26/21	2084	GL Lead
2086	**3.3.2.2.1.1.3**	**IDD-I-017 - Kronos Payroll > D365 Budget Planning/Positions**	**164 hrs**	**36 days**	**Mon 10/4/21**	**Mon 11/22/21**		
2087	**3.3.2.2.1.1.3.1**	**Prepare IDD-I-017 - Kronos Payroll > D365 Budget Planning/Positions**	**62 hrs**	**15 days**	**Mon 10/4/21**	**Fri 10/22/21**		
2088	3.3.2.2.1.1.3.1.1	Develop Design: IDD-I-017 - Kronos Payroll > D	32 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1966	A.Bernstein,GL Lead
2089	3.3.2.2.1.1.3.1.2	Review Design: IDD-I-017 - Kronos Payroll > D3	8 hrs	3 days	Mon 10/11/21	Wed 10/13/21	2088	GL Lead
2090	3.3.2.2.1.1.3.1.3	Discuss Design: IDD-I-017 - Kronos Payroll > D3	12 hrs	3 days	Thu 10/14/21	Mon 10/18/21	2089	A.Bernstein,GL Lead
2091	3.3.2.2.1.1.3.1.4	Refine Design: IDD-I-017 - Kronos Payroll > D36	6 hrs	2 days	Tue 10/19/21	Wed 10/20/21	2090	A.Bernstein
2092	3.3.2.2.1.1.3.1.5	Approve Design: IDD-I-017 - Kronos Payroll > D	4 hrs	2 days	Thu 10/21/21	Fri 10/22/21	2091	GL Lead
2093	**3.3.2.2.1.1.3.2**	**Develop IDD-I-017 - Kronos Payroll > D365 Budget Planning/Positions**	**72 hrs**	**15 days**	**Mon 10/25/21**	**Fri 11/12/21**		
2094	3.3.2.2.1.1.3.2.1	Development: IDD-I-017 - Kronos Payroll > D36	48 hrs	10 days	Mon 10/25/21	Fri 11/5/21	2092	HSO Dev1
2095	3.3.2.2.1.1.3.2.2	Unit Testing: IDD-I-017 - Kronos Payroll > D365	12 hrs	3 days	Mon 11/8/21	Wed 11/10/21	2094	HSO Dev1
2096	3.3.2.2.1.1.3.2.3	Consulting Hand-Off: IDD-I-017 - Kronos Payroll	12 hrs	2 days	Thu 11/11/21	Fri 11/12/21	2095	HSO Dev1,A.Bernstein
2097	**3.3.2.2.1.1.3.3**	**Transfer & Test IDD-I-017 - Kronos Payroll > D365 Budget Planning/Positions**	**30 hrs**	**6 days**	**Mon 11/15/21**	**Mon 11/22/21**		
2098	3.3.2.2.1.1.3.3.1	Review, Train & Transfer: IDD-I-017 - Kronos Pa	16 hrs	3 days	Mon 11/15/21	Wed 11/17/21	2096	A.Bernstein,GL Lead
2099	3.3.2.2.1.1.3.3.2	Test: IDD-I-017 - Kronos Payroll > D365 Budget	12 hrs	2 days	Thu 11/18/21	Fri 11/19/21	2098	GL Lead
2100	3.3.2.2.1.1.3.3.3	Accept: IDD-I-017 - Kronos Payroll > D365 Budg	2 hrs	1 day	Mon 11/22/21	Mon 11/22/21	2099	GL Lead
2101	**3.3.2.2.1.1.4**	**IDD-I-018 - D365 GL/Projects > Kronos Payroll**	**79 hrs**	**49 days**	**Mon 10/4/21**	**Thu 12/9/21**		
2102	**3.3.2.2.1.1.4.1**	**Prepare IDD-I-018 - D365 GL/Projects > Kronos Payroll**	**30 hrs**	**19 days**	**Mon 10/4/21**	**Thu 10/28/21**		
2103	3.3.2.2.1.1.4.1.1	Develop Design: IDD-I-018 - D365 GL/Projects :	16 hrs	5 days	Mon 10/4/21	Fri 10/8/21	1966	A.Bernstein,GL Lead
2104	3.3.2.2.1.1.4.1.2	Review Design: IDD-I-018 - D365 GL/Projects >	4 hrs	5 days	Mon 10/11/21	Fri 10/15/21	2103	GL Lead
2105	3.3.2.2.1.1.4.1.3	Discuss Design: IDD-I-018 - D365 GL/Projects >	4 hrs	3 days	Mon 10/18/21	Wed 10/20/21	2104	A.Bernstein,GL Lead
2106	3.3.2.2.1.1.4.1.4	Refine Design: IDD-I-018 - D365 GL/Projects > K	4 hrs	3 days	Thu 10/21/21	Mon 10/25/21	2105	A.Bernstein
2107	3.3.2.2.1.1.4.1.5	Approve Design: IDD-I-018 - D365 GL/Projects :	2 hrs	3 days	Tue 10/26/21	Thu 10/28/21	2106	GL Lead
2108	**3.3.2.2.1.1.4.2**	**Develop IDD-I-018 - D365 GL/Projects > Kronos Payroll**	**32 hrs**	**20 days**	**Fri 10/29/21**	**Thu 11/25/21**		
2109	3.3.2.2.1.1.4.2.1	Development: IDD-I-018 - D365 GL/Projects > K	24 hrs	8 days	Fri 10/29/21	Tue 11/9/21	2107	HSO Dev1
2110	3.3.2.2.1.1.4.2.2	Unit Testing: IDD-I-018 - D365 GL/Projects > Krc	4 hrs	2 days	Fri 11/12/21	Mon 11/15/21	2109	HSO Dev1
2111	3.3.2.2.1.1.4.2.3	Consulting Hand-Off: IDD-I-018 - D365 GL/Proje	4 hrs	5 days	Fri 11/19/21	Thu 11/25/21	2110	HSO Dev1,A.Bernstein

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2112	**3.3.2.2.1.1.4.3**	**Transfer & Test IDD-I-018 - D365 GL/Projects > Kronos Payroll**	**17 hrs**	**10 days**	**Fri 11/26/21**	**Thu 12/9/21**		
2113	3.3.2.2.1.1.4.3.1	Review, Train & Transfer: IDD-I-018 - D365 GL/F	8 hrs	5 days	Fri 11/26/21	Thu 12/2/21	2111	A.Bernstein,GL Lead
2114	3.3.2.2.1.1.4.3.2	Test: IDD-I-018 - D365 GL/Projects > Kronos Pay	8 hrs	3 days	Fri 12/3/21	Tue 12/7/21	2113	GL Lead
2115	3.3.2.2.1.1.4.3.3	Accept: IDD-I-018 - D365 GL/Projects > Kronos I	1 hr	2 days	Wed 12/8/21	Thu 12/9/21	2114	GL Lead
2116	3.3.2.2.2	Cash Receipting - MPOS	792 hrs	91 days	Mon 1/4/21	Mon 5/10/21		
2252	**3.3.2.2.3**	**Procurement & Sourcing**	**85 hrs**	**51 days**	**Mon 10/4/21**	**Mon 12/13/21**		
2253	**3.3.2.2.3.1**	**Vendor Collaboration**	**85 hrs**	**51 days**	**Mon 10/4/21**	**Mon 12/13/21**		
2254	**3.3.2.2.3.1.1**	**IDD-I-015 - Vendor Invoicing**	**85 hrs**	**51 days**	**Mon 10/4/21**	**Mon 12/13/21**		
2255	**3.3.2.2.3.1.1.1**	**Prepare IDD-I-015 - Vendor Invoicing**	**24 hrs**	**21 days**	**Mon 10/4/21**	**Mon 11/1/21**		
2256	3.3.2.2.3.1.1.1.1	Develop Design: IDD-I-015 - Vendor Invoicing	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	J.Oruwari
2257	3.3.2.2.3.1.1.1.2	Review Design: IDD-I-015 - Vendor Invoicing	4 hrs	3 days	Mon 10/18/21	Wed 10/20/21	2256	PUR Lead
2258	3.3.2.2.3.1.1.1.3	Discuss Design: IDD-I-015 - Vendor Invoicing	4 hrs	3 days	Thu 10/21/21	Mon 10/25/21	2257	J.Oruwari,PUR Lead
2259	3.3.2.2.3.1.1.1.4	Refine Design: IDD-I-015 - Vendor Invoicing	2 hrs	3 days	Tue 10/26/21	Thu 10/28/21	2258	J.Oruwari
2260	3.3.2.2.3.1.1.1.5	Approve Design: IDD-I-015 - Vendor Invoicing	2 hrs	2 days	Fri 10/29/21	Mon 11/1/21	2259	PUR Lead
2261	**3.3.2.2.3.1.1.2**	**Develop IDD-I-015 - Vendor Invoicing**	**36 hrs**	**20 days**	**Tue 11/2/21**	**Mon 11/29/21**		
2262	3.3.2.2.3.1.1.2.1	Development: IDD-I-015 - Vendor Invoicing	24 hrs	10 days	Tue 11/2/21	Mon 11/15/21	2260	HSO Dev1
2263	3.3.2.2.3.1.1.2.2	Unit Testing: IDD-I-015 - Vendor Invoicing	8 hrs	5 days	Tue 11/16/21	Mon 11/22/21	2262	HSO Dev1
2264	3.3.2.2.3.1.1.2.3	Consulting Hand-Off: IDD-I-015 - Vendor Invoici	4 hrs	5 days	Tue 11/23/21	Mon 11/29/21	2263	HSO Dev1,J.Oruwari
2265	**3.3.2.2.3.1.1.3**	**Transfer & Test IDD-I-015 - Vendor Invoicing**	**25 hrs**	**10 days**	**Tue 11/30/21**	**Mon 12/13/21**		
2266	3.3.2.2.3.1.1.3.1	Review, Train & Transfer: IDD-I-015 - Vendor In	16 hrs	5 days	Tue 11/30/21	Mon 12/6/21	2264	J.Oruwari,PUR Lead
2267	3.3.2.2.3.1.1.3.2	Test: IDD-I-015 - Vendor Invoicing	8 hrs	3 days	Tue 12/7/21	Thu 12/9/21	2266	PUR Lead
2268	3.3.2.2.3.1.1.3.3	Accept: IDD-I-015 - Vendor Invoicing	1 hr	2 days	Fri 12/10/21	Mon 12/13/21	2267	PUR Lead
2269	**3.3.2.3**	**Reports & Document**	**220 hrs**	**316 days**	**Mon 10/5/20**	**Mon 12/20/21**		
2270	**3.3.2.3.1**	**Documents**	**0 hrs**	**0 days**	**Mon 10/5/20**	**Mon 10/5/20**		
2287	**3.3.2.3.2**	**Reports**	**220 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2288	**3.3.2.3.2.1**	**Finance & Control**	**220 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2289	**3.3.2.3.2.1.1**	**Fixed Assets**	**110 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2290	**3.3.2.3.2.1.1.1**	**RDD017 - Fixed Assets Report #1**	**110 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2291	**3.3.2.3.2.1.1.1.1**	**Prepare RDD017 - Fixed Assets Report #1**	**29 hrs**	**30 days**	**Mon 10/4/21**	**Fri 11/12/21**		
2292	3.3.2.3.2.1.1.1.1.1	Develop Design: RDD017 - Fixed Assets Repo	16 hrs	22 days	Mon 10/4/21	Tue 11/2/21	1966	H.Walia
2293	3.3.2.3.2.1.1.1.1.2	Review Design: RDD017 - Fixed Assets Repor	4 hrs	4 days	Wed 11/3/21	Mon 11/8/21	2292	FA Lead
2294	3.3.2.3.2.1.1.1.1.3	Discuss Design: RDD017 - Fixed Assets Repor	4 hrs	1 day	Tue 11/9/21	Tue 11/9/21	2293	FA Lead,H.Walia
2295	3.3.2.3.2.1.1.1.1.4	Refine Design: RDD017 - Fixed Assets Report	4 hrs	1 day	Wed 11/10/21	Wed 11/10/21	2294	H.Walia
2296	3.3.2.3.2.1.1.1.1.5	Approve Design: RDD017 - Fixed Assets Repo	1 hr	2 days	Thu 11/11/21	Fri 11/12/21	2295	FA Lead
2297	**3.3.2.3.2.1.1.1.2**	**Develop RDD017 - Fixed Assets Report #1**	**56 hrs**	**9 days**	**Mon 11/15/21**	**Thu 11/25/21**		
2298	3.3.2.3.2.1.1.1.2.1	Development: RDD017 - Fixed Assets Report	36 hrs	5 days	Mon 11/15/21	Fri 11/19/21	2296	HSO Dev1
2299	3.3.2.3.2.1.1.1.2.2	Unit Testing: RDD017 - Fixed Assets Report #	12 hrs	2 days	Mon 11/22/21	Tue 11/23/21	2298	HSO Dev1
2300	3.3.2.3.2.1.1.1.2.3	Consultant Hand-Off: RDD017 - Fixed Assets	8 hrs	2 days	Wed 11/24/21	Thu 11/25/21	2299	HSO Dev1,H.Walia
2301	**3.3.2.3.2.1.1.1.3**	**Transfer & Test RDD017 - Fixed Assets Report #1**	**25 hrs**	**17 days**	**Fri 11/26/21**	**Mon 12/20/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2302	3.3.2.3.2.1.1.1.3.1	Review, Train & Transfer: RDD017 - Fixed Ass	16 hrs	10 days	Fri 11/26/21	Thu 12/9/21	2300	H.Walia,FA Lead
2303	3.3.2.3.2.1.1.1.3.2	Test: RDD017 - Fixed Assets Report #1	8 hrs	5 days	Fri 12/10/21	Thu 12/16/21	2302	FA Lead
2304	3.3.2.3.2.1.1.1.3.3	Accept: RDD017 - Fixed Assets Report #1	1 hr	2 days	Fri 12/17/21	Mon 12/20/21	2303	FA Lead
2305	**3.3.2.3.2.1.2**	**Expense Management**	**110 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2306	**3.3.2.3.2.1.2.1**	**RDD018 - Expense Management Report #1**	**110 hrs**	**56 days**	**Mon 10/4/21**	**Mon 12/20/21**		
2307	**3.3.2.3.2.1.2.1.1**	**Prepare RDD018 - Expense Management Report #1**	**29 hrs**	**30 days**	**Mon 10/4/21**	**Fri 11/12/21**		
2308	3.3.2.3.2.1.2.1.1.1	Develop Design: RDD018 - Expense Managen	16 hrs	22 days	Mon 10/4/21	Tue 11/2/21	1966	H.Walia
2309	3.3.2.3.2.1.2.1.1.2	Review Design: RDD018 - Expense Managem	4 hrs	4 days	Wed 11/3/21	Mon 11/8/21	2308	T&E Lead
2310	3.3.2.3.2.1.2.1.1.3	Discuss Design: RDD018 - Expense Managem	4 hrs	1 day	Tue 11/9/21	Tue 11/9/21	2309	T&E Lead,H.Walia
2311	3.3.2.3.2.1.2.1.1.4	Refine Design: RDD018 - Expense Manageme	4 hrs	1 day	Wed 11/10/21	Wed 11/10/21	2310	H.Walia
2312	3.3.2.3.2.1.2.1.1.5	Approve Design: RDD018 - Expense Manager	1 hr	2 days	Thu 11/11/21	Fri 11/12/21	2311	T&E Lead
2313	**3.3.2.3.2.1.2.1.2**	**Develop RDD018 - Expense Management Report #1**	**56 hrs**	**9 days**	**Mon 11/15/21**	**Thu 11/25/21**		
2314	3.3.2.3.2.1.2.1.2.1	Development: RDD018 - Expense Manageme	36 hrs	5 days	Mon 11/15/21	Fri 11/19/21	2312	HSO Dev1
2315	3.3.2.3.2.1.2.1.2.2	Unit Testing: RDD018 - Expense Managemen	12 hrs	2 days	Mon 11/22/21	Tue 11/23/21	2314	HSO Dev1
2316	3.3.2.3.2.1.2.1.2.3	Consultant Hand-Off: RDD018 - Expense Mar	8 hrs	2 days	Wed 11/24/21	Thu 11/25/21	2315	HSO Dev1,H.Walia
2317	**3.3.2.3.2.1.2.1.3**	**Transfer & Test RDD018 - Expense Management Report #1**	**25 hrs**	**17 days**	**Fri 11/26/21**	**Mon 12/20/21**		
2318	3.3.2.3.2.1.2.1.3.1	Review, Train & Transfer: RDD018 - Expense	16 hrs	10 days	Fri 11/26/21	Thu 12/9/21	2316	H.Walia,T&E Lead
2319	3.3.2.3.2.1.2.1.3.2	Test: RDD018 - Expense Management Report	8 hrs	5 days	Fri 12/10/21	Thu 12/16/21	2318	T&E Lead
2320	3.3.2.3.2.1.2.1.3.3	Accept: RDD018 - Expense Management Rep	1 hr	2 days	Fri 12/17/21	Mon 12/20/21	2319	T&E Lead
2321	~~3.3.2.3.2.1.3~~	~~Cash Receipting (MPOS)~~	~~110 hrs~~	~~58 days~~	~~Mon 1/4/21~~	~~Wed 3/24/21~~		
2337	**3.3.3**	**D365 development managed support**	**24 hrs**	**60 days**	**Mon 10/4/21**	**Fri 12/24/21**		
2338	3.3.3.1	Reprovisioning/update all D365 environments	12 hrs	60 days	Mon 10/4/21	Fri 12/24/21	1966	HSO AA
2339	3.3.3.2	Release code builds from DEV > BUILD > Testing	12 hrs	60 days	Mon 10/4/21	Fri 12/24/21	2338SS	HSO AA
2340	**3.3.4**	**Authorizations/Workflow/Personalizations**	**222 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2341	**3.3.4.1**	**Authorizations**	**36 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2342	**3.3.4.1.1**	**Authorizations Instruction (Roles)**	**36 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2343	3.3.4.1.1.1	Meetings to review Authorizations/Roles	16 hrs	20 days	Mon 10/4/21	Fri 10/29/21	1966	HSO AA,CoR CC
2344	3.3.4.1.1.2	Configure Authorizations/Roles	16 hrs	20 days	Mon 11/1/21	Fri 11/26/21	2343	CoR CC
2345	3.3.4.1.1.3	Support Authorizations/Roles Configurations	4 hrs	20 days	Mon 11/1/21	Fri 11/26/21	2344SS	HSO AA
2346	**3.3.4.2**	**Workflow Instruction, Design, Configuration**	**186 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2347	**3.3.4.2.1**	**Workflow Instruction and Design Sessions**	**128 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2348	**3.3.4.2.1.1**	**Finance & Control**	**64 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2349	**3.3.4.2.1.1.1**	**Fixed Assets**	**32 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2350	3.3.4.2.1.1.1.1	Workflow Instruction and Design Sessions	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,FA Lead,CoR CC
2351	3.3.4.2.1.1.1.2	Workflow Configurations	16 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2350	CoR CC,FA Lead
2352	3.3.4.2.1.1.1.3	Workflow Configuration Support	4 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2351SS	H.Walia
2353	**3.3.4.2.1.1.2**	**Expense Management**	**32 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2354	3.3.4.2.1.1.2.1	Workflow Instruction and Design Sessions	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,T&E Lead,Col

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2355	3.3.4.2.1.1.2.2	Workflow Configurations	16 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2354	CoR CC,T&E Lead
2356	3.3.4.2.1.1.2.3	Workflow Configuration Support	4 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2355SS	H.Walia
2357	3.3.4.2.1.1.3	Cash Receipting (MPOS)	32 hrs	41 days	Mon 1/4/21	Mon 3/1/21		
2361	**3.3.4.2.1.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**64 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2362	**3.3.4.2.1.2.1**	**Request for Quote (RFQ)**	**32 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2363	3.3.4.2.1.2.1.1	Workflow Instruction and Design Sessions	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	A.Bernstein,PUR Lead,CoR CC
2364	3.3.4.2.1.2.1.2	Workflow Configurations	16 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2363	CoR CC,PUR Lead
2365	3.3.4.2.1.2.1.3	Workflow Configuration Support	4 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2364SS	A.Bernstein
2366	**3.3.4.2.1.2.2**	**Vendor Collaboration**	**32 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2367	3.3.4.2.1.2.2.1	Workflow Instruction and Design Sessions	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	J.Oruwari,PUR Lead,CoR CC
2368	3.3.4.2.1.2.2.2	Workflow Configurations	16 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2367	CoR CC,PUR Lead
2369	3.3.4.2.1.2.2.3	Workflow Configuration Support	4 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2368SS	J.Oruwari
2370	**3.3.4.2.2**	**Personalizations**	**58 hrs**	**40 days**	**Mon 10/4/21**	**Fri 11/26/21**		
2371	3.3.4.2.2.1	Personalizations instructions	12 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,HSO AA,CoR CC
2372	3.3.4.2.2.2	Specify and make personalizations	30 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2371	CoR CC
2373	3.3.4.2.2.3	Personalizations Support	16 hrs	30 days	Mon 10/18/21	Fri 11/26/21	2372SS	HSO AA,H.Walia
2374	**3.3.5**	**Testing - (Cross) Functional Business Scenarios**	**160 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2375	**3.3.5.1**	**Finance & Control**	**80 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2376	**3.3.5.1.1**	**Fixed Assets**	**40 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2377	3.3.5.1.1.1	Test functional business scenarios	16 hrs	20 days	Mon 10/11/21	Fri 11/5/21	1970	FA Lead
2378	3.3.5.1.1.2	Test cross functional business scenarios	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2377SS	FA Lead
2379	3.3.5.1.1.3	Support (cross) functional business scenario testing	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2378SS	H.Walia
2380	**3.3.5.1.2**	**Expense Management**	**40 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2381	3.3.5.1.2.1	Test functional business scenarios	16 hrs	20 days	Mon 10/11/21	Fri 11/5/21	1975	T&E Lead
2382	3.3.5.1.2.2	Test cross functional business scenarios	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2381SS	T&E Lead
2383	3.3.5.1.2.3	Support (cross) functional business scenario testing	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2382SS	H.Walia
2384	3.3.5.1.3	Cash Receipting (MPOS)	40 hrs	20 days	Mon 1/4/21	Fri 1/29/21		
2388	**3.3.5.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**80 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2389	**3.3.5.2.1**	**Request for Quote (RFQ)**	**40 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2390	3.3.5.2.1.1	Test functional business scenarios	16 hrs	20 days	Mon 10/11/21	Fri 11/5/21	1986	PUR Lead
2391	3.3.5.2.1.2	Test cross functional business scenarios	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2390SS	PUR Lead
2392	3.3.5.2.1.3	Support (cross) functional business scenario testing	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2391SS	A.Bernstein
2393	**3.3.5.2.2**	**Vendor Collaboration**	**40 hrs**	**20 days**	**Mon 10/11/21**	**Fri 11/5/21**		
2394	3.3.5.2.2.1	Test functional business scenarios	16 hrs	20 days	Mon 10/11/21	Fri 11/5/21	1991	PUR Lead
2395	3.3.5.2.2.2	Test cross functional business scenarios	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2394SS	PUR Lead
2396	3.3.5.2.2.3	Support (cross) functional business scenario testing	12 hrs	20 days	Mon 10/11/21	Fri 11/5/21	2395SS	J.Oruwari
2397	**3.3.6**	**Data Migration**	**186 hrs**	**42 days**	**Mon 10/4/21**	**Tue 11/30/21**		
2398	**3.3.6.1**	**Preliminary Data Migration**	**96 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2399	**3.3.6.1.1**	**Finance & Control**	**96 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		
2400	**3.3.6.1.1.1**	**Fixed Assets**	**96 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		
2401	**3.3.6.1.1.1.1**	**Fixed Assets master**	**32 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		
2402	3.3.6.1.1.1.1.1	Data mapping & extract	16 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,FA Lead,CoR CC,HSO DM
2403	3.3.6.1.1.1.1.2	Import to D365	12 hrs	10 days	Mon 10/18/21	Fri 10/29/21	2402	FA Lead,CoR CC,H.Walia
2404	3.3.6.1.1.1.1.3	Data validation	4 hrs	5 days	Mon 11/1/21	Fri 11/5/21	2403	FA Lead
2405	**3.3.6.1.1.1.2**	**Fixed Assets Book**	**32 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		
2406	3.3.6.1.1.1.2.1	Data mapping & extract	16 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,FA Lead,CoR CC,HSO DM
2407	3.3.6.1.1.1.2.2	Import to D365	12 hrs	10 days	Mon 10/18/21	Fri 10/29/21	2406	FA Lead,CoR CC,H.Walia
2408	3.3.6.1.1.1.2.3	Data validation	4 hrs	5 days	Mon 11/1/21	Fri 11/5/21	2407	FA Lead
2409	**3.3.6.1.1.1.3**	**Fixed Assets Acquisition and Depreciation**	**32 hrs**	**25 days**	**Mon 10/4/21**	**Fri 11/5/21**		
2410	3.3.6.1.1.1.3.1	Data mapping & extract	16 hrs	10 days	Mon 10/4/21	Fri 10/15/21	1966	H.Walia,FA Lead,CoR CC,HSO DM
2411	3.3.6.1.1.1.3.2	Import to D365	12 hrs	10 days	Mon 10/18/21	Fri 10/29/21	2410	FA Lead,CoR CC,H.Walia
2412	3.3.6.1.1.1.3.3	Data validation	4 hrs	5 days	Mon 11/1/21	Fri 11/5/21	2411	FA Lead
2413	3.3.6.1.1.2	Expense Management	0 hrs	0 days	Mon 10/4/21	Mon 10/4/21		
2415	3.3.6.1.1.3	Cash Receipting MPOS)	0 hrs	0 days	Tue 1/12/21	Tue 1/12/21		
2417	3.3.6.1.2	Procurement & Sourcing (BR2 - RFQ/Vendor Collab)	0 hrs	0 days	Mon 10/4/21	Mon 10/4/21		
2419	**3.3.6.2**	**Iterative Data Migration (Basic)**	**90 hrs**	**20 days**	**Wed 11/3/21**	**Tue 11/30/21**		
2420	3.3.6.2.1	Iterative data management	30 hrs	20 days	Wed 11/3/21	Tue 11/30/21	2398FS-3 days	HSO DM
2421	3.3.6.2.2	Import data into other D365 Environments	30 hrs	20 days	Wed 11/3/21	Tue 11/30/21	2420SS	HSO DM
2422	3.3.6.2.3	Optimize conversion processes	30 hrs	20 days	Wed 11/3/21	Tue 11/30/21	2420SS	HSO DM
2423	**3.3.7**	**Conference Room Pilot 3 (CRP3)**	**158 hrs**	**25 days**	**Mon 11/8/21**	**Fri 12/10/21**		
2424	**3.3.7.1**	**CRP3 Readiness**	**32 hrs**	**15 days**	**Mon 11/8/21**	**Fri 11/26/21**		
2425	3.3.7.1.1	Schedule & Align Participants & Facilities	8 hrs	10 days	Mon 11/15/21	Fri 11/26/21	2429SS-10 day	J.Freeland
2426	3.3.7.1.2	Confirm Test Scenarios Prepared	8 hrs	5 days	Mon 11/8/21	Fri 11/12/21	2374	K.Goode,J.Freeland
2427	3.3.7.1.3	Confirm Test Cases Prepared	8 hrs	5 days	Mon 11/8/21	Fri 11/12/21	2374	K.Goode,J.Freeland
2428	3.3.7.1.4	Confirm CRP3 Data Migration	8 hrs	5 days	Mon 11/8/21	Fri 11/12/21	2398	K.Goode,J.Freeland
2429	**3.3.7.2**	**CRP3 Execution**	**126 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2430	**3.3.7.2.1**	**Finance & Control**	**52 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2431	**3.3.7.2.1.1**	**Fixed Assets**	**26 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2432	3.3.7.2.1.1.1	Review/Execute as defined	16 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2376FS+15 day	H.Walia,FA Lead
2433	3.3.7.2.1.1.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2432SS	H.Walia,FA Lead
2434	3.3.7.2.1.1.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 12/8/21	Fri 12/10/21	2432FS-3 days	H.Walia
2435	**3.3.7.2.1.2**	**Expense Management**	**26 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2436	3.3.7.2.1.2.1	Review/Execute as defined	16 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2380FS+15 day	H.Walia,T&E Lead
2437	3.3.7.2.1.2.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2436SS	H.Walia,T&E Lead
2438	3.3.7.2.1.2.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 12/8/21	Fri 12/10/21	2436FS-3 days	H.Walia
2439	3.3.7.2.1.3	Cash Receipting (MPOS)	26 hrs	10 days	Mon 2/22/21	Fri 3/5/21		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2443	**3.3.7.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**74 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2444	**3.3.7.2.2.1**	**Request for Quote (RFQ)**	**48 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2445	3.3.7.2.2.1.1	Review/Execute as defined	16 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2388FS+15 da	PUR Lead,A.Bernstein
2446	3.3.7.2.2.1.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2445SS	PUR Lead,A.Bernstein
2447	3.3.7.2.2.1.3	Issue/Defect Documentation (DevOps)	24 hrs	3 days	Wed 12/8/21	Fri 12/10/21	2445FS-3 days	A.Bernstein
2448	**3.3.7.2.2.2**	**Vendor Collaboration**	**26 hrs**	**10 days**	**Mon 11/29/21**	**Fri 12/10/21**		
2449	3.3.7.2.2.2.1	Review/Execute as defined	16 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2388FS+15 da	J.Oruwari,PUR Lead
2450	3.3.7.2.2.2.2	Review/Execute unresolved items from CRP2	8 hrs	10 days	Mon 11/29/21	Fri 12/10/21	2449SS	J.Oruwari,PUR Lead
2451	3.3.7.2.2.2.3	Issue/Defect Documentation (DevOps)	2 hrs	3 days	Wed 12/8/21	Fri 12/10/21	2449FS-3 days	J.Oruwari
2452	**3.3.8**	**Project Management**	**85 hrs**	**60 days**	**Mon 10/4/21**	**Fri 12/24/21**		
2460	**3.4**	**Deliver**	**1,086 hrs**	**235 days**	**Thu 4/29/21**	**Wed 3/23/22**		
2461	**3.4.1**	**CRP3 Follow-up/Issue Resolution**	**104 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2462	**3.4.1.1**	**Finance & Control**	**48 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2463	**3.4.1.1.1**	**Fixed Assets**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2464	3.4.1.1.1.1	Resolve outstanding test and scenario issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2431	H.Walia,FA Lead
2465	3.4.1.1.1.2	Resolve outstanding setup and configurations issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2464SS	H.Walia,FA Lead
2466	3.4.1.1.1.3	Resolve outstanding document/reports issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2464SS	HSO Dev1
2467	**3.4.1.1.2**	**Expense Management**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2468	3.4.1.1.2.1	Resolve outstanding test and scenario issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2435	H.Walia,T&E Lead
2469	3.4.1.1.2.2	Resolve outstanding setup and configurations issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2468SS	H.Walia,T&E Lead
2470	3.4.1.1.2.3	Resolve outstanding document/reports issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2468SS	HSO Dev1
2471	3.4.1.1.3	Cash Receipting (MPOS)	40 hrs	20 days	Wed 3/31/21	Tue 4/27/21		
2477	**3.4.1.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**56 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2478	**3.4.1.2.1**	**Request for Quote (RFQ)**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2479	3.4.1.2.1.1	Resolve outstanding test and scenario issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2444	PUR Lead,A.Bernstein
2480	3.4.1.2.1.2	Resolve outstanding setup and configurations issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2479SS	PUR Lead,A.Bernstein
2481	3.4.1.2.1.3	Resolve outstanding document/reports issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2479SS	HSO Dev1
2482	**3.4.1.2.2**	**Vendor Collaboration**	**32 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2483	3.4.1.2.2.1	Resolve outstanding test and scenario issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2448	J.Oruwari,PUR Lead
2484	3.4.1.2.2.2	Resolve outstanding setup and configurations issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2483SS	J.Oruwari,PUR Lead
2485	3.4.1.2.2.3	Resolve outstanding interface issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2483SS	HSO Dev1
2486	3.4.1.2.2.4	Resolve outstanding document/reports issues	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2483SS	HSO Dev1
2487	**3.4.2**	**Complete system setup - Parameters/Basic (GOLD)**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2488	**3.4.2.1**	**Finance & Control**	**12 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2489	**3.4.2.1.1**	**Fixed Assets**	**6 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2490	3.4.2.1.1.1	Check & complete parameter & data setup	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2431	FA Lead
2491	3.4.2.1.1.2	Support parameter & data setup efforts	2 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2490SS	H.Walia
2492	**3.4.2.1.2**	**Expense Management**	**6 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2493	3.4.2.1.2.1	Check & complete parameter & data setup	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2435	T&E Lead
2494	3.4.2.1.2.2	Support parameter & data setup efforts	2 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2493SS	H.Walia

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2495	3.4.2.1.3	Cash Receipting MPOS)	6 hrs	15 days	Mon 3/8/21	Fri 3/26/21	2439	
2498	**3.4.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**12 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2499	**3.4.2.2.1**	**Request for Quote (RFQ)**	**6 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2500	3.4.2.2.1.1	Check & complete parameter & data setup	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2444	PUR Lead
2501	3.4.2.2.1.2	Support parameter & data setup efforts	2 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2500SS	A.Bernstein
2502	**3.4.2.2.2**	**Vendor Collaboration**	**6 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2503	3.4.2.2.2.1	Check & complete parameter & data setup	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2448	PUR Lead
2504	3.4.2.2.2.2	Support parameter & data setup efforts	2 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2503SS	J.Oruwari
2505	**3.4.3**	**Authorizations, Workflow, Personalizations**	**92 hrs**	**35 days**	**Mon 12/13/21**	**Fri 1/28/22**		
2506	**3.4.3.1**	**Authorizations**	**20 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2507	3.4.3.1.1	Modify Roles as needed	10 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2461SS	CoR CC
2508	3.4.3.1.2	Test Custom Roles as needed	10 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2507SS	CoR CC
2509	**3.4.3.2**	**Workflow delivery/completion/testing**	**48 hrs**	**35 days**	**Mon 12/13/21**	**Fri 1/28/22**		
2510	**3.4.3.2.1**	**Finance & Control**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2511	**3.4.3.2.1.1**	**Fixed Assets**	**12 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2512	3.4.3.2.1.1.1	Workflow testing	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2431	CoR CC
2513	3.4.3.2.1.1.2	Support Workflow testing and completion	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2512SS	H.Walia
2514	**3.4.3.2.1.2**	**Expense Management**	**12 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2515	3.4.3.2.1.2.1	Workflow testing	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2435	CoR CC
2516	3.4.3.2.1.2.2	Support Workflow testing and completion	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2515SS	H.Walia
2517	3.4.3.2.1.3	Cash Receipting (MPOS)	24 hrs	25 days	Mon 5/3/21	Fri 6/4/21		
2520	**3.4.3.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**24 hrs**	**35 days**	**Mon 12/13/21**	**Fri 1/28/22**		
2521	**3.4.3.2.2.1**	**Request for Quote (RFQ)**	**12 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2522	3.4.3.2.2.1.1	Workflow testing	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2444	CoR CC
2523	3.4.3.2.2.1.2	Support Workflow testing and completion	4 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2522SS	A.Bernstein
2524	**3.4.3.2.2.2**	**Vendor Collaboration**	**12 hrs**	**25 days**	**Mon 12/27/21**	**Fri 1/28/22**		
2525	3.4.3.2.2.2.1	Workflow testing	8 hrs	25 days	Mon 12/27/21	Fri 1/28/22	2448	CoR CC
2526	3.4.3.2.2.2.2	Support Workflow testing and completion	4 hrs	25 days	Mon 12/27/21	Fri 1/28/22	2525SS	J.Oruwari
2527	**3.4.3.3**	**Personalizations**	**24 hrs**	**25 days**	**Mon 12/13/21**	**Fri 1/14/22**		
2528	3.4.3.3.1	Personalization instructions (forms)	16 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2431	CoR CC,HSO AA
2529	3.4.3.3.2	Specify and complete personalizations	8 hrs	25 days	Mon 12/13/21	Fri 1/14/22	2528SS	CoR CC,HSO AA
2530	**3.4.4**	**Work instructions complete/documented**	**32 hrs**	**10 days**	**Mon 1/17/22**	**Fri 1/28/22**		
2531	**3.4.4.1**	**Finance & Control**	**16 hrs**	**10 days**	**Mon 1/17/22**	**Fri 1/28/22**		
2532	3.4.4.1.1	Fixed Assets	8 hrs	10 days	Mon 1/17/22	Fri 1/28/22	2463	H.Walia,FA Lead
2533	3.4.4.1.2	Expense Management	8 hrs	10 days	Mon 1/17/22	Fri 1/28/22	2467	H.Walia,T&E Lead
2534	3.4.4.1.3	Cash Receipting (MPOS)	8 hrs	10 days	Wed 4/28/21	Tue 5/11/21	2471	H.Walia,CR Lead
2535	**3.4.4.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**16 hrs**	**10 days**	**Mon 1/17/22**	**Fri 1/28/22**		
2536	3.4.4.2.1	Request for Quote (RFQ)	8 hrs	10 days	Mon 1/17/22	Fri 1/28/22	2477	A.Bernstein,PUR Lead
2537	3.4.4.2.2	Vendor Collaboration	8 hrs	10 days	Mon 1/17/22	Fri 1/28/22	2477	J.Oruwari,PUR Lead
2538	**3.4.5**	**Data Migration Updates**	**168 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2539	**3.4.5.1**	**Finance & Control**	**168 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		
2540	**3.4.5.1.1**	**Fixed Assets**	**168 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		
2541	**3.4.5.1.1.1**	**Fixed Assets Master**	**56 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		
2542	3.4.5.1.1.1.1	Extract Current FA master	16 hrs	20 days	Mon 12/13/21	Fri 1/7/22	2431	CoR CC
2543	3.4.5.1.1.1.2	Import to D365	8 hrs	5 days	Mon 1/10/22	Fri 1/14/22	2542,2566	HSO DM,CoR CC
2544	3.4.5.1.1.1.3	Data validation	8 hrs	10 days	Mon 1/10/22	Fri 1/21/22	2543SS	FA Lead
2545	3.4.5.1.1.1.4	Iterative basic data conversion several iterations pos	24 hrs	15 days	Mon 1/17/22	Fri 2/4/22	2543	CoR CC,FA Lead,H.Walia
2546	**3.4.5.1.1.2**	**Fixed Assets Book**	**56 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		
2547	3.4.5.1.1.2.1	Extract FA history	16 hrs	20 days	Mon 12/13/21	Fri 1/7/22	2431	CoR CC
2548	3.4.5.1.1.2.2	Import to D365	8 hrs	5 days	Mon 1/10/22	Fri 1/14/22	2547,2566	HSO DM,CoR CC
2549	3.4.5.1.1.2.3	Data validation	8 hrs	10 days	Mon 1/10/22	Fri 1/21/22	2548SS	FA Lead
2550	3.4.5.1.1.2.4	Iterative basic data conversion several iterations pos	24 hrs	15 days	Mon 1/17/22	Fri 2/4/22	2548	CoR CC,FA Lead,H.Walia
2551	**3.4.5.1.1.3**	**Fixed Assets Acquisition and Depreciation**	**56 hrs**	**40 days**	**Mon 12/13/21**	**Fri 2/4/22**		
2552	3.4.5.1.1.3.1	Extract Current YTD depreciation	16 hrs	20 days	Mon 12/13/21	Fri 1/7/22	2431	CoR CC
2553	3.4.5.1.1.3.2	Import to D365	8 hrs	5 days	Mon 1/10/22	Fri 1/14/22	2552,2566	HSO DM,CoR CC
2554	3.4.5.1.1.3.3	Data validation	8 hrs	10 days	Mon 1/10/22	Fri 1/21/22	2553SS	FA Lead
2555	3.4.5.1.1.3.4	Iterative basic data conversion several iterations pos	24 hrs	15 days	Mon 1/17/22	Fri 2/4/22	2553	CoR CC,FA Lead,H.Walia
2556	**3.4.5.1.2**	**Expense Management**	**0 hrs**	**0 days**	**Mon 12/13/21**	**Mon 12/13/21**		
2557	3.4.5.1.2.1	None Identified	0 hrs	0 days	Mon 12/13/21	Mon 12/13/21	2429	
2558	~~3.4.5.1.3~~	~~Cash Receipting~~	~~0 hrs~~	~~0 days~~	~~Thu 4/8/21~~	~~Thu 4/8/21~~		
2560	**3.4.5.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**0 hrs**	**0 days**	**Mon 12/13/21**	**Mon 12/13/21**		
2562	**3.4.6**	**D365 Acceptance**	**32 hrs**	**222 days**	**Thu 4/29/21**	**Fri 3/4/22**		
2563	**3.4.6.1**	**Technical acceptance**	**32 hrs**	**222 days**	**Thu 4/29/21**	**Fri 3/4/22**		
2564	3.4.6.1.1	Reprovisioning/update all D365 environments (as needed	16 hrs	50 days	Mon 12/27/21	Fri 3/4/22	2459	HSO AA,CoR CC
2565	**3.4.6.1.2**	**Finalize configuration of GOLD environment**	**16 hrs**	**44 days**	**Thu 4/29/21**	**Tue 6/29/21**		
2566	3.4.6.1.2.1	Restore GOLD > TEST for CRP4 Prep	8 hrs	2 days	Thu 4/29/21	Fri 4/30/21	2487	HSO AA
2567	3.4.6.1.2.2	Restore GOLD > TEST for UAT Prep	8 hrs	2 days	Mon 6/28/21	Tue 6/29/21	2601	HSO AA
2568	**3.4.7**	**CRP4 - Cross Functional Testing**	**260 hrs**	**41 days**	**Thu 12/23/21**	**Thu 2/17/22**		
2569	**3.4.7.1**	**CRP4 Readiness**	**20 hrs**	**32 days**	**Thu 12/23/21**	**Fri 2/4/22**		
2570	3.4.7.1.1	Schedule & Align Participants & Facilities	8 hrs	20 days	Thu 12/23/21	Wed 1/19/22	2571FS-20 day	J.Freeland
2571	3.4.7.1.2	Confirm Resolution of CRP3 Issues	8 hrs	3 days	Mon 1/17/22	Wed 1/19/22	2461	K.Goode,J.Freeland
2572	3.4.7.1.3	Confirm Data Migration Completed	4 hrs	1 day	Fri 2/4/22	Fri 2/4/22	2540FS-1 day	K.Goode,J.Freeland
2573	**3.4.7.2**	**CRP4 Execution**	**136 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2574	**3.4.7.2.1**	**Finance & Control**	**68 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2575	**3.4.7.2.1.1**	**Fixed Assets**	**34 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2576	3.4.7.2.1.1.1	Key User (KU) Engagement & Training	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2569	H.Walia,FA Lead
2577	3.4.7.2.1.1.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2576SS	H.Walia,FA Lead
2578	3.4.7.2.1.1.3	Review/Execute unresolved items from CRP3	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2577SS	H.Walia,FA Lead
2579	3.4.7.2.1.1.4	Issue/Defect Documentation (DevOps)	2 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2577SS	H.Walia
2580	**3.4.7.2.1.2**	**Expense Management**	**34 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2581	3.4.7.2.1.2.1	Key User (KU) Engagement & Training	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2569	H.Walia,T&E Lead
2582	3.4.7.2.1.2.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2581SS	H.Walia,T&E Lead
2583	3.4.7.2.1.2.3	Review/Execute unresolved items from CRP3	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2582SS	H.Walia,T&E Lead
2584	3.4.7.2.1.2.4	Issue/Defect Documentation (DevOps)	2 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2582SS	H.Walia
2585	3.4.7.2.1.3	Cash Receipting (MPOS)	34 hrs	10 days	Tue 6/1/21	Mon 6/14/21		
2590	**3.4.7.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**68 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2591	**3.4.7.2.2.1**	**Request for Quote (RFQ)**	**34 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2592	3.4.7.2.2.1.1	Key User (KU) Engagement & Training	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2569	PUR Lead,A.Bernstein
2593	3.4.7.2.2.1.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2592SS	PUR Lead,A.Bernstein
2594	3.4.7.2.2.1.3	Review/Execute unresolved items from CRP3	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2593SS	PUR Lead,A.Bernstein
2595	3.4.7.2.2.1.4	Issue/Defect Documentation (DevOps)	2 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2593SS	A.Bernstein
2596	**3.4.7.2.2.2**	**Vendor Collaboration**	**34 hrs**	**5 days**	**Mon 2/7/22**	**Fri 2/11/22**		
2597	3.4.7.2.2.2.1	Key User (KU) Engagement & Training	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2569	PUR Lead,J.Oruwari
2598	3.4.7.2.2.2.2	Execute CRP4 Functional & Cross Functional Scenario	16 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2597SS	PUR Lead,J.Oruwari
2599	3.4.7.2.2.2.3	Review/Execute unresolved items from CRP3	8 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2598SS	PUR Lead,J.Oruwari
2600	3.4.7.2.2.2.4	Issue/Defect Documentation (DevOps)	2 hrs	5 days	Mon 2/7/22	Fri 2/11/22	2598SS	J.Oruwari
2601	**3.4.7.3**	**CRP4 Follow-up/Issue Resolution**	**104 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2602	**3.4.7.3.1**	**Finance & Control**	**48 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2603	**3.4.7.3.1.1**	**Fixed Assets**	**24 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2604	3.4.7.3.1.1.1	Resolve outstanding setup and configurations issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2579SS+4 days	H.Walia,FA Lead
2605	3.4.7.3.1.1.2	Resolve outstanding test and scenario issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2579SS+4 days	H.Walia,FA Lead
2606	3.4.7.3.1.1.3	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2579SS+4 days	HSO Dev1
2607	**3.4.7.3.1.2**	**Expense Management**	**24 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2608	3.4.7.3.1.2.1	Resolve outstanding setup and configurations issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	H.Walia,T&E Lead
2609	3.4.7.3.1.2.2	Resolve outstanding test and scenario issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	H.Walia,T&E Lead
2610	3.4.7.3.1.2.3	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	HSO Dev1
2611	3.4.7.3.1.3	Cash Receipting (MPOS)	40 hrs	15 days	Mon 6/7/21	Fri 6/25/21		
2617	**3.4.7.3.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**56 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2618	**3.4.7.3.2.1**	**Request for Quote (RFQ)**	**24 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2619	3.4.7.3.2.1.1	Resolve outstanding setup and configurations issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	J.Oruwari,PUR Lead
2620	3.4.7.3.2.1.2	Resolve outstanding test and scenario issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	J.Oruwari,PUR Lead
2621	3.4.7.3.2.1.3	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	HSO Dev1
2622	**3.4.7.3.2.2**	**Vendor Collaboration**	**32 hrs**	**5 days**	**Fri 2/11/22**	**Thu 2/17/22**		
2623	3.4.7.3.2.2.1	Resolve outstanding setup and configurations issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	A.Bernstein,PUR Lead
2624	3.4.7.3.2.2.2	Resolve outstanding test and scenario issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	A.Bernstein,PUR Lead
2625	3.4.7.3.2.2.3	Resolve outstanding interface issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	HSO Dev1
2626	3.4.7.3.2.2.4	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 2/11/22	Thu 2/17/22	2584SS+4 days	HSO Dev1
2627	**3.4.8**	**UAT (Final Acceptance Test)**	**204 hrs**	**36 days**	**Thu 1/20/22**	**Thu 3/10/22**		
2628	**3.4.8.1**	**UAT Readiness**	**28 hrs**	**35 days**	**Thu 1/20/22**	**Wed 3/9/22**		
2629	3.4.8.1.1	Schedule & Align Participants & Facilities	4 hrs	35 days	Thu 1/20/22	Wed 3/9/22	2570	J.Freeland

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2630	3.4.8.1.2	Confirm Resolution of CRP4 Issues	4 hrs	5 days	Fri 2/18/22	Thu 2/24/22	2601	K.Goode,J.Freeland
2631	3.4.8.1.3	Confirm Data Migration Completed	4 hrs	3 days	Mon 2/14/22	Wed 2/16/22	2635SS	K.Goode,J.Freeland
2632	**3.4.8.1.4**	**Confirm Data Migration Completed**	**16 hrs**	**3 days**	**Mon 2/14/22**	**Wed 2/16/22**		
2633	**3.4.8.1.4.1**	**Finance & Control**	**16 hrs**	**3 days**	**Mon 2/14/22**	**Wed 2/16/22**		
2634	**3.4.8.1.4.1.1**	**Fixed Assets**	**16 hrs**	**3 days**	**Mon 2/14/22**	**Wed 2/16/22**		
2635	3.4.8.1.4.1.1.1	Re-load FA master, history, YTD depreciation	16 hrs	3 days	Mon 2/14/22	Wed 2/16/22	2573	H.Walia,FA Lead
2636	**3.4.8.2**	**UAT Execution**	**104 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2637	**3.4.8.2.1**	**Finance & Control**	**52 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2638	**3.4.8.2.1.1**	**Fixed Assets**	**26 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2639	3.4.8.2.1.1.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2601	H.Walia,FA Lead
2640	3.4.8.2.1.1.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2639SS	H.Walia,FA Lead
2641	3.4.8.2.1.1.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2639SS	H.Walia
2642	**3.4.8.2.1.2**	**Expense Management**	**26 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2643	3.4.8.2.1.2.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2601	H.Walia,T&E Lead
2644	3.4.8.2.1.2.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2643SS	H.Walia,T&E Lead
2645	3.4.8.2.1.2.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2643SS	H.Walia
2646	~~3.4.8.2.1.3~~	~~Cash Receipting (MPOS)~~	~~44 hrs~~	~~10 days~~	~~Fri 2/18/22~~	~~Thu 3/3/22~~		
2650	**3.4.8.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**52 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2651	**3.4.8.2.2.1**	**Request for Quote (RFQ)**	**26 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2652	3.4.8.2.2.1.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2601	PUR Lead,A.Bernstein
2653	3.4.8.2.2.1.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2652SS	PUR Lead,A.Bernstein
2654	3.4.8.2.2.1.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2652SS	A.Bernstein
2655	**3.4.8.2.2.2**	**Vendor Collaboration**	**26 hrs**	**10 days**	**Fri 2/18/22**	**Thu 3/3/22**		
2656	3.4.8.2.2.2.1	Execute UAT Functional & Cross Functional Scenario	16 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2601	PUR Lead,J.Oruwari
2657	3.4.8.2.2.2.2	Review/Execute unresolved items from CRP4	8 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2656SS	PUR Lead,J.Oruwari
2658	3.4.8.2.2.2.3	Issue/Defect Documentation (DevOps)	2 hrs	10 days	Fri 2/18/22	Thu 3/3/22	2656SS	J.Oruwari
2659	**3.4.8.3**	**UAT Follow up/Issue Resolution**	**72 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2660	**3.4.8.3.1**	**Finance & Control**	**32 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2661	**3.4.8.3.1.1**	**Fixed Assets**	**16 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2662	3.4.8.3.1.1.1	Solve last critical issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2638	H.Walia,FA Lead
2663	3.4.8.3.1.1.2	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2638	HSO Dev1
2664	**3.4.8.3.1.2**	**Expense Management**	**16 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2665	3.4.8.3.1.2.1	Solve last critical issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2642	H.Walia,T&E Lead
2666	3.4.8.3.1.2.2	Resolve outstanding document/reports issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2642	HSO Dev1
2667	~~3.4.8.3.1.3~~	~~Cash Receipting (MPOS)~~	~~32 hrs~~	~~15 days~~	~~Fri 3/4/22~~	~~Thu 3/24/22~~		
2672	**3.4.8.3.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**40 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2673	**3.4.8.3.2.1**	**Request for Quote (RFQ)**	**16 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		
2674	3.4.8.3.2.1.1	Solve last critical issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2651	J.Oruwari,PUR Lead
2675	3.4.8.3.2.1.2	Solve last critical Reporting issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2651	HSO Dev1
2676	**3.4.8.3.2.2**	**Vendor Collaboration**	**24 hrs**	**5 days**	**Fri 3/4/22**	**Thu 3/10/22**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2677	3.4.8.3.2.2.1	Solve last critical issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2655	A.Bernstein,PUR Lead
2678	3.4.8.3.2.2.2	Solve last critical interfaces issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2655	HSO Dev1
2679	3.4.8.3.2.2.3	Solve last critical Reporting issues	8 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2655	HSO Dev1
2680	**3.4.9**	**Go-Live Cutover Planning and Readiness**	**96 hrs**	**51 days**	**Fri 1/7/22**	**Fri 3/18/22**		
2681	**3.4.9.1**	**End User Training Planning**	**48 hrs**	**45 days**	**Fri 1/7/22**	**Thu 3/10/22**		
2682	**3.4.9.1.1**	**Finance & Control**	**24 hrs**	**45 days**	**Fri 1/7/22**	**Thu 3/10/22**		
2683	3.4.9.1.1.1	Fixed Assets	12 hrs	45 days	Fri 1/7/22	Thu 3/10/22	2636SS-30 days	CoR CC,J.Freeland,K.Goode
2684	3.4.9.1.1.2	Expense Management	12 hrs	45 days	Fri 1/7/22	Thu 3/10/22	2636SS-30 days	CoR CC,J.Freeland,K.Goode
2685	3.4.9.1.1.3	Cash Receipting (MPOS)	12 hrs	45 days	Fri 1/7/22	Thu 3/10/22	2636SS-30 days	CoR CC,J.Freeland,K.Goode
2686	**3.4.9.1.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**24 hrs**	**45 days**	**Fri 1/7/22**	**Thu 3/10/22**		
2687	3.4.9.1.2.1	Request for Quote (RFQ)	12 hrs	45 days	Fri 1/7/22	Thu 3/10/22	2636SS-30 days	CoR CC,J.Freeland,K.Goode
2688	3.4.9.1.2.2	Vendor Collaboration	12 hrs	45 days	Fri 1/7/22	Thu 3/10/22	2636SS-30 days	CoR CC,J.Freeland,K.Goode
2689	**3.4.9.2**	**Perform Cutover planning**	**48 hrs**	**35 days**	**Mon 1/31/22**	**Fri 3/18/22**		
2690	**3.4.9.2.1**	**Finance & Control**	**24 hrs**	**35 days**	**Mon 1/31/22**	**Fri 3/18/22**		
2691	3.4.9.2.1.1	Fixed Assets	12 hrs	35 days	Mon 1/31/22	Fri 3/18/22	2575FS-10 days	CoR CC,J.Freeland,K.Goode
2692	3.4.9.2.1.2	Expense Management	12 hrs	35 days	Mon 1/31/22	Fri 3/18/22	2580FS-10 days	CoR CC,J.Freeland,K.Goode
2693	3.4.9.2.1.3	Cash Receipting (MPOS)	12 hrs	35 days	Tue 6/1/21	Mon 7/19/21	2585FS-10 days	CoR CC,J.Freeland,K.Goode
2694	**3.4.9.2.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**24 hrs**	**35 days**	**Mon 1/31/22**	**Fri 3/18/22**		
2695	3.4.9.2.2.1	Request for Quote (RFQ)	12 hrs	35 days	Mon 1/31/22	Fri 3/18/22	2591FS-10 days	CoR CC,J.Freeland,K.Goode
2696	3.4.9.2.2.2	vendor Collaboration	12 hrs	35 days	Mon 1/31/22	Fri 3/18/22	2596FS-10 days	CoR CC,J.Freeland,K.Goode
2697	**3.4.10**	**Project Management**	**74 hrs**	**63 days**	**Mon 12/27/21**	**Wed 3/23/22**		
2708	**3.5**	**Deploy**	**483 hrs**	**31 days**	**Fri 3/4/22**	**Fri 4/15/22**		
2709	**3.5.1**	**Train the Trainer execution**	**24 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2710	**3.5.1.1**	**Finance & Control**	**12 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2711	**3.5.1.1.1**	**Fixed Assets**	**6 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2712	3.5.1.1.1.1	Train the Trainer (End User Training)	6 hrs	4 days	Fri 3/11/22	Wed 3/16/22	2683	CoR Trainer,FA Lead
2713	**3.5.1.1.2**	**Expense Management**	**6 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2714	3.5.1.1.2.1	Train the Trainer (End User Training)	6 hrs	4 days	Fri 3/11/22	Wed 3/16/22	2684	CoR Trainer,T&E Lead
2715	3.5.1.1.3	Cash Receipting	6 hrs	4 days	Tue 7/27/21	Fri 7/30/21		
2717	**3.5.1.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**12 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2718	**3.5.1.2.1**	**Request for Quote (RFQ)**	**6 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2719	3.5.1.2.1.1	Train the Trainer (End User Training)	6 hrs	4 days	Fri 3/11/22	Wed 3/16/22	2687	CoR Trainer,PUR Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2720	**3.5.1.2.2**	**Vendor Collaboration**	**6 hrs**	**4 days**	**Fri 3/11/22**	**Wed 3/16/22**		
2721	3.5.1.2.2.1	Train the Trainer (End User Training)	6 hrs	4 days	Fri 3/11/22	Wed 3/16/22	2688	CoR Trainer,PUR Lead
2722	**3.5.2**	**Review Cutover Plan/Data Migration/Training end users**	**104 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		
2723	**3.5.2.1**	**Cutover Planning**	**48 hrs**	**4 days**	**Mon 3/21/22**	**Thu 3/24/22**		
2724	3.5.2.1.1	Review Cutover Plan	24 hrs	4 days	Mon 3/21/22	Thu 3/24/22	2689	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
2725	3.5.2.1.2	Define/setup internal cutover support procedures	12 hrs	4 days	Mon 3/21/22	Thu 3/24/22	2689	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
2726	3.5.2.1.3	Define/plan for Closing operational activities on current systems	12 hrs	4 days	Mon 3/21/22	Thu 3/24/22	2689	A.Bernstein,J.Oruwari,H.W Lead,T&E Lead,BDG Lead,CR Lead,PUR
2727	**3.5.2.2**	**Data Migration Planning**	**12 hrs**	**5 days**	**Mon 3/21/22**	**Fri 3/25/22**		
2728	3.5.2.2.1	Review Data Migration plan	12 hrs	5 days	Mon 3/21/22	Fri 3/25/22	2689	K.Goode,J.Freeland,CoR CC
2729	**3.5.2.3**	**End User Training Execution**	**44 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		
2730	3.5.2.3.1	Update EUT Materials	12 hrs	5 days	Fri 3/11/22	Thu 3/17/22	2709SS	CoR Trainer
2731	3.5.2.3.2	General basic D365 training for end users	8 hrs	10 days	Thu 3/17/22	Wed 3/30/22	2709	CoR Trainer
2732	3.5.2.3.3	Specific D365 training for end users	16 hrs	10 days	Thu 3/17/22	Wed 3/30/22	2709	CoR Trainer
2733	3.5.2.3.4	Customer specific training for 3rd party Applications	8 hrs	10 days	Thu 3/17/22	Wed 3/30/22	2709	CoR Trainer
2734	**3.5.3**	**Production Cut-Over Simulation/Mock Go-Live**	**200 hrs**	**19 days**	**Fri 3/4/22**	**Wed 3/30/22**		
2735	**3.5.3.1**	**Finance & Control**	**136 hrs**	**19 days**	**Fri 3/4/22**	**Wed 3/30/22**		
2736	**3.5.3.1.1**	**Fixed Assets**	**104 hrs**	**19 days**	**Fri 3/4/22**	**Wed 3/30/22**		
2737	**3.5.3.1.1.1**	**Fixed Assets master**	**28 hrs**	**9 days**	**Fri 3/4/22**	**Wed 3/16/22**		
2738	3.5.3.1.1.1.1	Extract Current FA master data	4 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2659FS-5 days	CoR CC
2739	3.5.3.1.1.1.2	Import to D365	16 hrs	2 days	Fri 3/11/22	Mon 3/14/22	2738	HSO AA,CoR CC
2740	3.5.3.1.1.1.3	Data validation	8 hrs	2 days	Tue 3/15/22	Wed 3/16/22	2739	FA Lead
2741	**3.5.3.1.1.2**	**Fixed Assets Book**	**28 hrs**	**9 days**	**Fri 3/4/22**	**Wed 3/16/22**		
2742	3.5.3.1.1.2.1	Extract Current FA history	4 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2659FS-5 days	CoR CC
2743	3.5.3.1.1.2.2	Import to D365	16 hrs	2 days	Fri 3/11/22	Mon 3/14/22	2742	HSO AA,CoR CC
2744	3.5.3.1.1.2.3	Data validation	8 hrs	2 days	Tue 3/15/22	Wed 3/16/22	2743	FA Lead
2745	**3.5.3.1.1.3**	**Fixed Assets Acquisition and Depreciation**	**28 hrs**	**9 days**	**Fri 3/4/22**	**Wed 3/16/22**		
2746	3.5.3.1.1.3.1	Extract Current FA YTD depreciation data	4 hrs	5 days	Fri 3/4/22	Thu 3/10/22	2659FS-5 days	CoR CC
2747	3.5.3.1.1.3.2	Import to D365	16 hrs	2 days	Fri 3/11/22	Mon 3/14/22	2746	FA Lead,H.Walia
2748	3.5.3.1.1.3.3	Data validation	8 hrs	2 days	Tue 3/15/22	Wed 3/16/22	2747	FA Lead
2749	3.5.3.1.1.4	Manually Enter Open Transactional Documents	4 hrs	0.5 days	Thu 3/17/22	Thu 3/17/22	2748	FA Lead
2750	3.5.3.1.1.5	Reconcile/Balance after manual data entry	4 hrs	0.5 days	Thu 3/17/22	Thu 3/17/22	2749	FA Lead
2751	3.5.3.1.1.6	Process 'Live' Transactions	4 hrs	0.5 days	Fri 3/18/22	Fri 3/18/22	2750	FA Lead
2752	3.5.3.1.1.7	Resolve any Non-Critical issues	8 hrs	14 days	Fri 3/11/22	Wed 3/30/22	2659	H.Walia,FA Lead
2753	**3.5.3.1.2**	**Expense Management**	**32 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2754	3.5.3.1.2.1	Manually Enter Open Transactional Documents	8 hrs	1 day	Fri 3/25/22	Fri 3/25/22	2723	T&E Lead
2755	3.5.3.1.2.2	Reconcile/Balance after manual data entry	8 hrs	1 day	Mon 3/28/22	Mon 3/28/22	2754	T&E Lead
2756	3.5.3.1.2.3	Process 'Live' Transactions	8 hrs	1 day	Tue 3/29/22	Tue 3/29/22	2755	T&E Lead
2757	3.5.3.1.2.4	Resolve any Non-Critical issues	8 hrs	14 days	Fri 3/11/22	Wed 3/30/22	2659	H.Walia,T&E Lead
2758	3.5.3.1.3	Cash Receipting (MPOS)	32 hrs	25 days	Tue 7/27/21	Mon 8/30/21		
2763	**3.5.3.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**64 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		
2764	**3.5.3.2.1**	**Request for Quote (RFQ)**	**32 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		
2765	3.5.3.2.1.1	Manually Enter Open Transactional Documents	8 hrs	1 day	Fri 3/25/22	Fri 3/25/22	2723	PUR Lead
2766	3.5.3.2.1.2	Reconcile/Balance after manual data entry	8 hrs	1 day	Mon 3/28/22	Mon 3/28/22	2765	PUR Lead
2767	3.5.3.2.1.3	Process 'Live' Transactions	8 hrs	1 day	Tue 3/29/22	Tue 3/29/22	2766	PUR Lead
2768	3.5.3.2.1.4	Resolve any Non-Critical issues	8 hrs	14 days	Fri 3/11/22	Wed 3/30/22	2659	J.Oruwari,PUR Lead
2769	**3.5.3.2.2**	**Vendor Collaboration**	**32 hrs**	**14 days**	**Fri 3/11/22**	**Wed 3/30/22**		
2770	3.5.3.2.2.1	Manually Enter Open Transactional Documents	8 hrs	1 day	Fri 3/25/22	Fri 3/25/22	2723	PUR Lead
2771	3.5.3.2.2.2	Reconcile/Balance after manual data entry	8 hrs	1 day	Mon 3/28/22	Mon 3/28/22	2770	PUR Lead
2772	3.5.3.2.2.3	Process 'Live' Transactions	8 hrs	1 day	Tue 3/29/22	Tue 3/29/22	2771	PUR Lead
2773	3.5.3.2.2.4	Resolve any Non-Critical issues	8 hrs	14 days	Fri 3/11/22	Wed 3/30/22	2659	A.Bernstein,PUR Lead
2774	**3.5.4**	**Go-Live Cutover to Operational**	**64 hrs**	**3.5 days**	**Wed 3/30/22**	**Mon 4/4/22**		
2775	3.5.4.1	Closing Operational activities on Current Systems	8 hrs	1 day	Thu 3/31/22	Thu 3/31/22	2734	City Team
2776	**3.5.4.2**	**Prepare Production environment**	**24 hrs**	**3.5 days**	**Wed 3/30/22**	**Mon 4/4/22**		
2777	3.5.4.2.1	Complete GOLD to Production copy/data migration	8 hrs	0.5 days	Wed 3/30/22	Wed 3/30/22	2734FS-1 day	CoR CC,HSO AA
2778	3.5.4.2.2	Reprovisioning/update all D365 environments (as needed	16 hrs	3 days	Wed 3/30/22	Mon 4/4/22	2777	HSO AA
2779	**3.5.4.3**	**Perform full final data migrations**	**32 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2780	**3.5.4.3.1**	**Finance & Control**	**32 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2781	**3.5.4.3.1.1**	**Fixed Assets**	**32 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2782	**3.5.4.3.1.1.1**	**Fixed Assets master**	**12 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2783	3.5.4.3.1.1.1.1	Extract Current FA master data	2 hrs	0.25 days	Fri 4/1/22	Fri 4/1/22	2775	CoR CC
2784	3.5.4.3.1.1.1.2	Import to D365	8 hrs	0.5 days	Fri 4/1/22	Fri 4/1/22	2783	HSO AA,CoR CC
2785	3.5.4.3.1.1.1.3	Data validation	2 hrs	0.5 days	Fri 4/1/22	Mon 4/4/22	2784	FA Lead
2786	**3.5.4.3.1.1.2**	**Fixed Assets Book**	**12 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2787	3.5.4.3.1.1.2.1	Extract Current FA history	2 hrs	0.25 days	Fri 4/1/22	Fri 4/1/22	2775	CoR CC
2788	3.5.4.3.1.1.2.2	Import to D365	8 hrs	0.5 days	Fri 4/1/22	Fri 4/1/22	2787	HSO AA,CoR CC
2789	3.5.4.3.1.1.2.3	Data validation	2 hrs	0.5 days	Fri 4/1/22	Mon 4/4/22	2788	FA Lead
2790	**3.5.4.3.1.1.3**	**Fixed Assets Acquisition and Depreciation**	**8 hrs**	**1.25 days**	**Fri 4/1/22**	**Mon 4/4/22**		
2791	3.5.4.3.1.1.3.1	Extract Current FA YTD depreciation data	2 hrs	0.25 days	Fri 4/1/22	Fri 4/1/22	2775	CoR CC
2792	3.5.4.3.1.1.3.2	Import to D365	4 hrs	0.5 days	Fri 4/1/22	Fri 4/1/22	2791	FA Lead
2793	3.5.4.3.1.1.3.3	Data validation	2 hrs	0.5 days	Fri 4/1/22	Mon 4/4/22	2792	FA Lead
2794	**3.5.5**	**Execute Go-Live Cutover Plan**	**48 hrs**	**4.5 days**	**Mon 4/4/22**	**Fri 4/8/22**		
2795	**3.5.5.1**	**Finance & Control**	**20 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2796	**3.5.5.1.1**	**Fixed Assets**	**16 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2797	3.5.5.1.1.1	Manually Enter Open Transactional Documents	4 hrs	0.5 days	Mon 4/4/22	Mon 4/4/22	2793	FA Lead

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ID	WBS	Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names
2798	3.5.5.1.1.2	Reconcile/Balance after manual data entry	4 hrs	0.5 days	Mon 4/4/22	Tue 4/5/22	2797	FA Lead
2799	3.5.5.1.1.3	Process 'Live' Transactions	4 hrs	0.5 days	Tue 4/5/22	Tue 4/5/22	2798	FA Lead
2800	3.5.5.1.1.4	Validate opening balances	4 hrs	0.5 days	Tue 4/5/22	Wed 4/6/22	2799	FA Lead
2801	**3.5.5.1.2**	**Expense Management**	**4 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2802	3.5.5.1.2.1	Enter Open T&E records	4 hrs	2 days	Mon 4/4/22	Wed 4/6/22	2779	T&E Lead
2803	3.5.5.1.3	Cash Receipting (MPOS)	4 hrs	2 days	Thu 9/2/21	Mon 9/6/21		
2805	**3.5.5.2**	**Procurement & Sourcing (BR2 - RFQ/Vendor Collab)**	**8 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2806	**3.5.5.2.1**	**Request for Quote (RFQ)**	**4 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2807	3.5.5.2.1.1	Enter open RFQ transaction records	4 hrs	2 days	Mon 4/4/22	Wed 4/6/22	2779	PUR Lead
2808	**3.5.5.2.2**	**Vendor Collaboration**	**4 hrs**	**2 days**	**Mon 4/4/22**	**Wed 4/6/22**		
2809	3.5.5.2.2.1	Enter open Vendor Collaboration records	4 hrs	2 days	Mon 4/4/22	Wed 4/6/22	2779	PUR Lead
2810	3.5.5.3	Validate Go-Live Cutover Readiness	4 hrs	0.5 days	Wed 4/6/22	Wed 4/6/22	2795	City Team
2811	3.5.5.4	Start Live Operations in PROD	16 hrs	2 days	Wed 4/6/22	Fri 4/8/22	2810	City Team
2812	**3.5.6**	**Project Management**	**43 hrs**	**20 days**	**Mon 3/21/22**	**Fri 4/15/22**		
2818	**3.6**	**Operations**	**402 hrs**	**22.25 days**	**Wed 4/6/22**	**Fri 5/6/22**		
2819	**3.6.1**	**Hyper Care**	**380 hrs**	**20 days**	**Fri 4/8/22**	**Fri 5/6/22**		
2820	3.6.1.1	Checks on data quality and procedures	16 hrs	20 days	Fri 4/8/22	Fri 5/6/22	2811	CoR CC
2821	3.6.1.2	Support end users (solve problems)	250 hrs	15 days	Fri 4/8/22	Fri 4/29/22	2811	CoR CC,A.Bernstein,J.Oruwari,H
2822	3.6.1.3	Solve remaining issues	50 hrs	15 days	Fri 4/8/22	Fri 4/29/22	2811	CoR CC,A.Bernstein,J.Oruwari,H
2823	3.6.1.4	Solve remaining software issues	16 hrs	20 days	Fri 4/8/22	Fri 5/6/22	2811	HSO Dev1
2824	3.6.1.5	Solve remaining interface issues	16 hrs	20 days	Fri 4/8/22	Fri 5/6/22	2811	HSO Dev1
2825	3.6.1.6	Solve remaining reporting issues	16 hrs	20 days	Fri 4/8/22	Fri 5/6/22	2811	HSO Dev1
2826	3.6.1.7	Application Management - Systems	16 hrs	15 days	Fri 4/8/22	Fri 4/29/22	2811	HSO AA
2827	**3.6.2**	**Project Management**	**22 hrs**	**22.25 days**	**Wed 4/6/22**	**Fri 5/6/22**		
2832	**4**	**City of Redmond Tasks - not D365 ERP related**	**0 hrs**	**0 days**	**Mon 10/5/20**	**Mon 10/5/20**		
2847	5		0 hrs	1 day?	Wed 4/1/20	Wed 4/1/20		

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City of Redmond Payment Milestone Schedule Business Release 1

Phase/Milestone	BR1 $$	Estimated Date
Develop Phase		**Oct 2020 - Jan 2021**
Extensions billed as follows:		*as delivered:*
FDD Completed & Ready for City Approval	$17,500	Oct-Nov 2020
HSO Test & Deliver	$14,000	Nov-Dec 2020
City Test & Approve	$3,500	Dec 2020 -Jan 2021
Interfaces billed as follows:		*as delivered:*
IDD Completed & Ready for City Approval	$69,696	Oct-Nov 2020
IDD Test & Deliver	$69,696	Dec 2020 -Jan 2021
Documents billed as follows:		*as delivered:*
RDD Completed & Ready for City Approval	$40,658	Oct-Nov 2020
HSO Test & Deliver	$32,527	Nov-Dec 2020
City Test & Approve	$8,132	Dec 2020 -Jan 2021
Custom Reports billed as follows:		*as delivered:*
RDD Completed & Ready for City Approval	$37,020	Oct-Nov 2020
HSO Test & Deliver	$29,616	Nov-Dec 2020
City Test & Approve	$7,404	Dec 2020 -Jan 2021
Other Project/Implementation Activities/Milestones:		
GOLD Environment Config/Test	$22,320	10/30/2020
Reporting Tools & Training	$12,000	11/30/2020
Functional Scenario Testing 1	$74,400	11/30/2020
Functional Scenario Testing 2	$37,200	12/31/2020
Functional Scenario Testing 3	$37,200	1/15/2021
Data migration activities	$58,056	12/18/2020
CRP3 Execution	$36,480	1/29/2021
Signoff to proceed to next phase	$31,920	1/29/2021
Phase Amount	**$639,325**	
Deliver Phase		**Feb - May 2021**
CRP3 Issue Resolution/GOLD Config	$24,010	2/26/2021
CRP4 Readiness	$60,024	4/2/2021
	$36,014	4/16/2021
UAT Readiness	$36,014	4/30/2021
UAT Execution	$24,010	5/14/2021
Cut-over Planning	$36,014	5/14/2021
Signoff proceed to next phase	$24,010	5/14/2021
Phase Amount	**$240,096**	
Deploy Phase		**Jun 2021**
Execute production cutover plan simulation	$46,872	6/4/2021
Execute go-live cutover	$46,872	6/18/2021
Go-Live Cutover Signoff	$10,416	6/18/2021
Phase Amount	**$104,160**	
Operate Phase		**Jul 2021**
Post Go-Live On-Site Support	$62,861	7/2/2021
Phase Closure	$15,715	7/9/2021
Phase Amount	**$78,576**	
Totals	**$1,062,157**	

City of Redmond Payment Milestone Schedule Business Release 2

Phase/Milestone	BR2 - Budget Planning $$	Estimated Date	BR2 $$	Estimated Date	Total $$
Analysis/Validate Phase	**Dec 2020 - Jan 2021**		**May - Jun 2021**		
Project Plan delivery					
Project Kickoff & Training	$8,902	12/18/2020	$0	12/18/2020	
Environment Readiness	$8,902	12/18/2020	$0	12/18/2020	
BRD v1.1	$8,902	1/15/2021	$13,352	5/31/2021	
CRP1 Completion	$13,352	1/29/2021	$26,705	6/30/2021	
Signoff proceed to next phase	$4,451	1/29/2021	$4,451	6/30/2021	
	$44,508		$44,508		$89,016
Design Phase	**Feb - Apr 2021**		**Jul - Sep 2021**		
Validate and accept BRD v.2	$10,862	2/26/2021	$10,862	7/30/2021	
Test Plan	$21,725	3/26/2021	$32,587	8/27/2021	
CRP2 (& data migration)	$32,587	4/30/2021	$54,312	10/1/2021	
Solution Design document (SDD)	$10,862	4/30/2021	$21,725	10/1/2021	
Signoff proceed to next phase	$10,862	4/30/2021	$10,862	10/1/2021	
Phase Amount	**$86,899**		**$130,349**		**$217,248**
Develop Phase	**May - Jul 2021**		**Oct - Dec 2021**		
Extensions billed as follows:		*as delivered:*		*as delivered:*	
FDD Completed & Ready for City Approval					
HSO Test & Deliver					
City Test & Approve					
Interfaces billed as follows:					
IDD Completed & Ready for City Approval	$25,206	May-Jun 2021	$13,573	Oct-Nov 2021	
IDD Test & Deliver	$25,206	Jun-Jul 2021	$13,573	Nov-Dec 2021	
Documents billed as follows:					
RDD Completed & Ready for City Approval					
HSO Test & Deliver					
City Test & Approve					
Custom Reports billed as follows:					
RDD Completed & Ready for City Approval	$16,085	May-Jun 2021	$16,085	Oct-Nov 2021	
HSO Test & Deliver	$12,868	Jun-Jul 2021	$12,868	Nov-Dec 2021	
	$3,217	Jul-2021	$3,217	Dec 2021	
Other Project/Implementation Activities/Milestones:					
GOLD Environment Config/Test	$11,192	5/14/2021	$22,385	10/29/2021	
Reporting Tools & Training					
Functional Scenario Testing 1	$11,192	5/30/2021	$33,577	11/30/2021	
Functional Scenario Testing 2	$11,192	7/16/2021	$33,577	12/31/2021	
Data migration activities			$22,385	12/31/2021	
CRP3 Execution	$22,385	7/30/2021	$33,577	12/31/2021	
Signoff to proceed to next phase	$11,192	7/30/2021	$11,192	12/31/2021	
Phase Amount	**$149,737**		**$216,009**		**$365,746**
Deliver Phase	**Aug - Sep 2021**		**Jan - Feb 2022**		
CRP3 Issue Resolution/GOLD Config	$19,536	8/27/2021	$19,536	1/14/2022	
CRP4 Readiness	$9,768	8/27/2021	$19,536	1/28/2022	
CRP4 Execution	$9,768	9/10/2021	$19,536	1/31/2022	
UAT Readiness	$9,768	9/24/2021	$19,536	2/15/2022	
UAT Execution	$9,768	9/30/2021	$19,536	2/25/2022	
Cut-over Planning	$9,768	9/30/2021	$9,768	2/25/2022	
Signoff proceed to next phase	$9,768	9/30/2021	$9,768	2/25/2022	
Phase Amount	**$78,144**		**$117,216**		**$195,360**
Deploy Phase	**Oct 2021**		**Mar 2022**		
Execute production cutover plan simulation	$14,026	10/15/2021	$28,051	3/11/2022	
Execute go-live cutover	$14,026	10/29/2021	$28,051	3/25/2022	
Go-Live Cutover Signoff	$4,675	10/29/2021	$4,675	3/31/2022	
Phase Amount	**$32,726**		**$60,778**		**$93,504**
Operate Phase	**Nov 2021**		**Apr 2022**		
Post Go-Live On-Site Support	$6,754	11/12/2021	$15,758	4/15/2022	
Phase Closure	$6,754	11/19/2021	$15,758	4/29/2022	
Phase Amount	**$13,507**		**$31,517**		**$45,024**
Totals	**$405,522**		**$600,376**		**$1,005,898**

City of Redmond Milestone Payment Schedule - Monthly/Quarterly Totals

	Business Release 1	Business Release 2 - Budget	Business Release 2 - Others	Managed Services	Totals
October-20	$104,757				$104,757
November-20	$206,909				$206,909
December-20	$177,693	$17,803			$195,497
Q4 2020	**$489,359**	**$17,803**			**$507,163**
January-21	$149,966	$26,705			$176,671
February-21	$24,010	$10,862			$34,872
March-21	$60,024	$21,725			$81,749
Q1 2021	**$233,999**	**$59,292**			**$293,291**
April-21	$72,029	$54,312			$126,341
May-21	$84,034	$43,030	$13,352		$140,416
June-21	$104,160	$39,683	$31,156		$174,998
Q2 2021	**$260,222**	**$137,025**	**$44,508**		**$441,756**
July-21	$78,576	$67,024	$10,862	$9,975	$156,462
August-21		$29,304	$32,587	$9,975	$61,891
September-21		$48,840	$86,899	$9,975	$135,739
Q3 2021	**$78,576**	**$145,168**	**$130,349**	**$29,925**	**$384,018**
October-21		$32,726	$37,214	$9,975	$69,940
November-21		$13,507	$61,626	$9,975	$75,133
December-21			$117,169	$9,975	$117,169
Q4 2021		**$46,234**	**$216,009**	**$29,925**	**$292,167**
January-22			$58,608	$9,975	$58,608
February-22			$58,608	$9,975	$58,608
March-22			$60,778	$9,975	$60,778
Q1 2022			**$177,994**	**$29,925**	**$207,919**
April-22			$31,517	$9,975	$31,517
May-22				$9,975	
June-22				$14,250	
Q2 2022			**$31,517**	**$34,200**	**$65,717**
Implementation & 1st Year Support Totals	**$1,062,157**	**$405,522**	**$600,376**	**$123,975**	**$2,192,030**
Additional 2-Years Support through May 2024					**$342,000**
Contract Related Travel					**$244,000**
Total Contract Value					**$2,778,030**

City agrees to reimburse travel expenses incurred by HSO within the then current GSA guidelines for lodging and per diem rates for King County, Washington. HSO shall use reasonable effort to obtain the lowest available travel fares. The reimbursement of travel expense is limited to directly associated expenses for airfare, lodging, meals, airport parking, car rental and airport transportation. All expenses, with the exception of meals and incidentals, will be reimbursed at actual cost and require the submittal of an original receipt attached to the invoice. Receipts will be annotated with the person's name incurring the expense. Meals and incidentals will be invoiced at per diem rates for workdays and travel days as defined in the GSA guidelines. The City will not reimburse for travel hours. Travel expenses will be itemized on the invoice per individual incurring the expense.

Application Management Services Agreement

Microsoft Dynamics 365F&O (Finance & Operations)

City of Redmond
EXHIBIT D

This Application Management Services Agreement is a Statement of Work (**SOW**) and is entered into pursuant to the Consulting Services Agreement (Agreement) between City of Redmond ("**Client**" or "**CoR**" or "**CUSTOMER**") and HSO North America LLC ("**HSO**") dated _____**.**

Overview

The Client has contracted with HSO to provide "Application Management" for their installation of Microsoft Dynamics 365® Finance & Operations.   This SOW will define the scope, deliverables, and expectations to achieve required application management services.

Scope and Deliverables
Partnering with the client, HSO will use the following to achieve a successful engagement:

1. Scope of the Solution – detail definition of installed system covered by this agreement.
2. Application Management Team – break down of specific resource types forming the Application Management Team.
3. Scope of application services – detail services associated to providing Application Management.
4. Service Level Definitions – Response Times and Priority Levels.
5. Out of Scope – List of services and items not included in Application Management Fee.
6. Transition Phase – Detail information regarding the transition activities from implementation project team to Application Management Team.
7. Terms & Pricing – Defined terms of this SOW and the pricing fees schedule.
8. Change Order Process – definition and process for change orders pertaining to Application Management.
9. Operations Conditions – Explanation of operational activities and engagement.
10. Approval (signatures).
11. HSO Definitions and Terminology – List of a variety of terms HSO may use during the Application Management Services.

1.0   Scope of the Solution.

Solution					
Name					
Microsoft Dynamics 365F&O					
Applications			Author		
D365 for Finance and Operations			Microsoft		
Configuration					
Environment	Location	Configuration Item	Author	HSO CSP	In Scope
Live (PROD)	Cloud	D365F&O v10.x	Microsoft	No	Yes
User Acceptance Test (TEST)	Cloud	D365F&O v10.x	Microsoft	No	Yes

Sandbox (SBX)	Cloud	D365F&O v10.x	Microsoft	No	Yes
Data Migration (DM)	Cloud	D365F&O v10.x	Microsoft	No	Yes
Build (BLD)	Cloud	D365F&O v10.x	Microsoft	No	Yes

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Development (Dev1, Dev2, Dev3)	Cloud	D365F&O v10.x	Microsoft	No	Yes
Interfaces	**Description**		**Type**	**HSO Resp.**	**In Scope**
Extension	All AX2012 Tyler Insight Extensions (extensions made by Tyler Technologies to Dynamics AX2012 that will not be carried forward by Microsoft to D365		3rd party Tyler Technologies	No	No
Interfaces	Any external integrations or logic changes that are required outside of D365 (legacy systems)		3rd Party	No	No
HW Conf. Items	**Name**	**Role**	**Location**	**HSO Resp.**	**In Scope**
N/A	-				
Regions	**User Count**		**Business Release No.**		
North America (USA)	Finance	General Ledger, including ALE interfaces such as Payroll, EnerGov Budget Control Accounts Receivable Accounts Payable, incl. ProCard Procurement • Requisition • Purchase Order • Purchase Agreements Vendor management Customer management Receiving Treasury Cash & Bank, incl. Bank reconciliation Project management & accounting Tyler Cashiering & related interfaces – all services related to Tyler Cashiering and required interfaces to be delivered by Tyler Technologies Power BI configuration/training	BR1		
North America (USA)	Finance	Fixed Assets Budget planning Microsoft Point of Sale (MPOS) & related interfaces Expense management * * Expense management project scope assumes only use of out-of-the box D365	BR2		

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		functionality except for Gaps already identified in BRD. If there are any added integrations with 3rd party applications these will need a Change request.			
	SCM	Procurement • Request for Quote (RFQ) Vendor collaboration	BR2		

- Application Management Team.

Resource	Description
Service Delivery Manager (SDM)	An Assigned DevOps and delivery manager providing project management, team management, and service management to client.
Technical Consultant	An Assigned Senior technical resource to work directly with the client and the Service Delivery Manager. Takes ownership of all Technical activities and issues related to DevOps and operational phases. Includes managing activities for the variety of technical and development teams.
Functional Consultant	An Assigned Senior Functional resource to work directly with the client and the Service Delivery Manager. Takes ownership of all Functional activities and issues related to DevOps and operational phases. Includes managing activities for the variety of functional teams.

The above resources will be named and assigned to the application team. Resources may change from time to time due to uncontrolled events. In the event a situation arises where a named resource needs to be changed, the activities to transition a new team member will be seamless and is included within the application management agreement. Additional resources may be pulled in to assist with a variety of requests and services as needed

Development resources will be managed by the Service Delivery Manager and the Technical Consultant. For the most part, the development team will be members of the HSO India team. However, the Service Delivery Manager may pull resources from other locations and teams to streamline the efficiency.

- Scope of Application Services.

Service Windows – Service (groups) & Delivery units			
Service	Delivery unit	Service Window	Time zone
Call Management	USA Service Desk	05:00 AM – 17:00 PM	PST
2nd Line Product Support	USA Application Team	05:00 AM – 17:00 PM	PST (USA)
3rd Line Business Process Support	USA Application Team	05:00 AM – 17:00 PM	PST
Service Management	Service Delivery Manager	08:00 AM - 17:30 PM	CST
Support Services		No. of Tickets	Per
Incident Management		Unlimited	Contract
Change & Release Management Deliverables		No. of Requests	Managed By
Environment Backup & Refreshing		Unlimited	SDM
Code Release and Promotion Process		Unlimited	SDM
Application Management Deliverables		Frequency	
Service Review and Support Case Status Update		1 Review	Per month
Problem & Root Cause Management		Est. Effort	Managed By
Existing Custom Code Correction		6 hours or less	SDM

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| Corrupt Data Correction via Script/Code | 6 hours or less | SDM |

Service Windows are for Monday through Friday and excluding holidays observed by HSO.

Service Delivery Manager (SDM) management means that approval will be with the Service Delivery Manager for the activities. In order for a stable environment to exist, the Service Delivery Manager will schedule the rhythm of environment maintenance and release management.

Application management services will include minor development effort. Minor is defined as less than 6 hours work of an estimated effort and is for existing custom code that has been working for more than 90 days and has been thoroughly tested through a User Acceptance Testing (UAT) phase. Estimates are completed with the collaboration of the Technical Resource and the Service Delivery Manager. Code correction estimated over 6 hours will need approval by the Customer's Application Manager (or designated resource) and will be billed at the hourly development rate for all actual hours specific to the situation or case.

At times, for a variety of reasons, a record or two may have lost critical index keys or may be missing data. We view this as corrupt data. HSO may use scripts to correct corrupt data situations. If the application team determines the data can be corrected with a quick script and the estimated development is less than 6 hours, the Service Delivery Manager will approve the work. If corrupt data is more than a couple of records or the level of effort for the correction is more than 6 hours, than the Customer's Application Manager (or designated resource) will need to approve. All associated time will be billed at the hourly rate. This may include functional and technical hours.

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- Service Level and Response Times
  The following illustrates the response times for each Priority Level.

Priority Levels			
A - Business Standstill/System Down			
B - Urgent; not business wide; timeline constraint			
C - Normal			
	A	B	C
Initial Response	1 Hour	4 Hour	8 Hour
Escalation Triggers	2,4,12 hours	8, 40 hours	40 hours
Escalations Triggers - An internal process to deliver a timely resolution with correct skill set, management visibility, and resource alignment.			

Priority levels are determined by the customer when they submit a request through the HSO support system, MyHSO. The Service Delivery Manager has the right to change the priority level in collaboration the Customer's Application Manager (or designated resource).

Priority A should be rarely used; however, when used the Customer Application Manager or a designate must be available for an escalation conference call. The following table provides the steps to establish a Priority A ticket:

Priority A Process	
During Business Hours (See Time Above)	After Hours
1. Send email to US-SUPPORT@HSO.COM Place "Priority A --" in Subject line.	24X7 Coverage - Out of Scope Follow During Business Hours Steps
2. Place Ticket in MyHSO with Priority A	
3. HSO Resource will contact submitter	Best Effort in place for after-hours
4. If needed, HSO will establish Conference Call. Customer needs to participate.	

Escalation Management is included as part of the Application Management Services. There are two types of escalations. First type is Support Process driven. The support process escalation is triggered by tracked time with cases that are in process or active with the Application Management Team. At the different support times, HSO support managers and the Service Delivery Manager will evaluate to determine if the staffing is correct or if there needs to be re-assignment. Additionally, the Support Management or Service Delivery Manager will notify the customer the status if the case needed to have an escalation conference call. The second type of escalation is driven by the customer. At times, a priority C (Normal) case will become a Priority B, or if the volume of cases are at the point, where there are a number of cases that need attention or follow-up, the customer may escalate specific cases to the Application Management Team. The customer can do this by adding an update to the specific case, emailing the Application Management Team, or contacting the Service Delivery Manager directly.

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- Out of Scope

  The following items are not covered as part of the monthly application management service; however, the customer may request additional services and a work order (WO) will be created and scoped at that time.

  - After hour coverage
  - Request for Change (RFC), new and additional customizations
  - Code to correct data over 6 hours of effort
  - Testing new releases
  - Security or Administration
  - Regression Suite Automation Tool (RSAT) execution or Test Script Library
  - Travel Expenses for onsite time
  - Consulting or advise associated to new modules (not part of implementation project)

- Transition

  As part of the application management service, there needs to be some time for the application team to transition into the account. The current implementation team and resources will be accessible from time to time. Prior to Go Live of Application Management Services, the two teams (Project team and application team) will perform a best effort knowledge transfer. Additionally, The Customer will need to be setup on HSO Support system (MyHSO) and trained on usage. This Transition phase will be included as part of the HSO implementation and Application Management loyalty service.

- Terms & Pricing
- Start of Service: Mutually agreed by Customer and Client; no later than 60 days from acceptance and signature dates.
- End of Service: Agreement is good for 3 year(s) (36 months) from acceptance date.
- Pricing:

      For 1st year: June 2021 -May 2022 - $9,975 billed monthly
      For 2nd year BR1+BR2: June 2022 – May 2023 - $14,250 billed monthly
      For 3rd year BR1+BR2: June 2023 – May 2024 – $14,250 billed monthly

- Travel Expenses: if required, Travel Expense are passed to the client and are based on the Travel Policy defined in Contract #9513, Exhibit C - Payment Plan.
- Business Release/User Count Change: At additional Business Releases or if a User Count changes, the pricing may change, which will be documented with a change order.
- Additional Hours: Require a Work Order and are billable based on HSO current rate card. Current rate card is attached in Appendix A of this document (Contract #9513, Exhibit D). HSO will provide a 90-day notice of change or rate card.

- Scope changes

  In the event of changes to the scope of services and/or configuration items, as specified in this agreement shall be amended in consultation between the customer and HSO.

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- Operational Conditions:
  The following specifies engagement conditions and guidelines for the customer to allow for the highest level of service.
- Response times are only logged by entering a ticket in MyHSO, HSO's global support system (referenced as Call registration system).
- If in the event of a Priority A, CUSTOMER should first report Priority A Incidents by email to the application management team (US-Support@hso.com), and then report them in MyHSO. If after hours, CUSTOMER should report Priority A by phone and then enter new ticket into MyHSO.
- Communication concerning Calls between CUSTOMER and HSO shall be through MyHSO. The current status and information in the Call registration system is led by the Call owner and the HSO operator.
- If the analysis of an Incident indicates that the solution requires a software adjustment for which the author of the software does not provide a fix, the Incident Management Service and Process shall be terminated, and the Incident closed. An RFC may be proposed to develop a Custom Code Fix. See the above chart for the limitation or inclusion of certain Custom Code fixes.
- With regard to the management of interfaces, the service provision is limited to the components directly related to Microsoft Dynamics. The service provision is aimed at importing and exporting the messages without errors and processing them (batches) without errors.
- When Microsoft standard software is taken as a Microsoft Online Service, only the Microsoft terms and conditions, as laid down in the Microsoft Online Services Consolidated SLA and provided by Microsoft on Microsoft Licensing Terms and Documentation shall apply.
- If HSO wishes to change the priority of an Incident registered by CUSTOMER, this shall happen only after consultation with the call owner of the Incident.
- HSO shall keep the current status of a Call up to date in HSO's Call registration system.
- HSO shall grant CUSTOMER access to their Call registration system via individual accounts.
- HSO shall handle the security token(s) (if applicable) provided by CUSTOMER with due care.
- HSO shall define persons responsible for each escalation time level.
- CUSTOMER shall appoint as a minimum one escalation level, who is responsible for the Microsoft Dynamics Call management, incident management and operations management processes at the CUSTOMER side.
- CUSTOMER shall appoint an Application Manager or key users to provide the first-line user support, incident management and application management.
- A defined group of CUSTOMER's application managers and/or key users (call owners) as agreed between the Parties is authorized to report Calls to HSO.
- The call owner of a Call is responsible for the communication about a Call, and for closing the Call or accepting the solution.
- CUSTOMER shall make sure that their users and managers have and maintain a sufficient knowledge level of the Solution. If this knowledge level is insufficient in HSO's opinion, HSO shall communicate this to the CUSTOMER's application manager and work with the CUSTOMER to assist with a resolution.
- CUSTOMER recognizes and accepts that, where the contract relates to a Microsoft Online Solution, HSO as CSP Partner shall be nominated primary manager of the Online Solution, with access to CUSTOMER's Microsoft product portal. For this reason, HSO shall have the application management rights and access to Customer's Data as defined in the terms and conditions for Microsoft Online Services. CUSTOMER may request additional application management rights from HSO.
- CUSTOMER shall reasonably provide the required access and rights to CUSTOMER's operational environment(s). For this reason, CUSTOMER shall ensure the availability of an adequate connection.

- Approval:
  The following acknowledge and agree to the Application Management Agreement:

  City of Redmond, WA

  Legally represented by:

  Signed: _____
  Name: _____

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Position: _____
Place: _____
Date: _____

HSO North America LLC

Legally represented by:

Signed: _____
Name: _____
Position: _____
Place: _____
Date: _____

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- HSO Terminology & Definitions:
- Application Management: the collective name of HSO's services and activities aimed at the maintenance of an operational Microsoft Dynamics environment.
- Approval: an approval, received from CUSTOMER by email or other electronic means, of a request from HSO to carry out (follow-up) work that requires an estimated effort.
- Business Hours: the standard timeframe within which the HSO Managed Services organization is available on working days and within which the services are provided on working days.
- Business Standstill: an incident that leads to a non-availability of a primary process within the managed Microsoft Dynamics environment(s), which affects a majority of the users of that process.
- Budget: the number of hours needed by HSO and approved by CUSTOMER for the completion of the work, as described in an Approval, Work Order or Statement of Work.
- CAB: consultative body on a strategic level (Change Advisory Board).
- Call: a (not yet) specifically qualified notification from CUSTOMER in HSO's Call registration system. As a term within Managed Services, "Call" is the same as "Case" or as "Ticket".
- Call Management: A service that provides response, routing and control for customers Calls via HSO.
- Case: a (not yet) specifically qualified notification from CUSTOMER in HSO's Call registration system. As a term within Management Services, "Case" is the same as "Call".
- CCB: consultative body on a tactical/operational level (Change Control Board).
- Change: an adaptation of or to a Microsoft Dynamics environment.
- Cloud Solution: An environment that provisions software as a service.
- Configuration item: a software or hardware item that forms part of the Microsoft Dynamics environment.
- Contract: a detailed specification of the Service to be provided, signed by both Parties.
- CSP: Cloud Solution Provider, a more detailed classification of partners by Microsoft.
- Custom Code Fix: provisioning a Request for Change by means of Customized Software, resulting from the incident management process.
- Customized Software: Customer-specific software adaptations to the Microsoft Dynamics environment.
- Data correction: a data update, restoring the operation of the Solution outside the ordinary data processing routines.
- Delivery Management: collective name for the customer-oriented work that an HSO employee carries out in the role of Delivery manager, primarily around the delivery of Optimizations, Operations Management and Call Management.
- Documentation: all descriptions provided by HSO or third-party suppliers for the Application Management and use of the System.
- Entitlement: the right that HSO grants CUSTOMER indefinitely, by means of an SLA Contract, and that consists of a balance of hours or Calls.
- Environment: the collective name for all components of a Microsoft solution, as well as the related components, for which HSO provides Managed Services (to parts).

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- Escalation: the functional or hierarchical use or expansion of the means to be able to comply with the agreements made with CUSTOMER when necessary. The escalation level is the hierarchic level at which an escalation is positioned (between CUSTOMER and HSO), preferably sequential.
- FDD: "Functional Design Document", a document containing the functional description of the subject of a change.
- Global Service Desk: organization part of HSO Managed Services, aimed at the 24x7 provision of Support services worldwide.
- IDD: "Interface Design Document", a document containing the description of the design of an interface.
- Incident: Qualification of a Call that identifies an unplanned interruption or reduction in the quality of Customers Environment(s).
- Incident Management: The resolution of Incidents.
- ISV: a type of software supplier (Independent Software Vendor). An ISV provides additional software for Microsoft Dynamics ('add-on').
- Managed Service: A service that: 1) Responds to a varying influx of unprescribed Call activities, provided from within a Managed Services operation. 2) Executes prescribed activities within a Managed Services operation.
- Office hours: the standard time frame within which the HSO Managed Services organization is available on working days and within which the services are provided on working days.
- Online Solution: means all online services hosted by Microsoft to which Customer has a subscription based on an agreement, including Microsoft Dynamics Online Services, Office 365-services, Dynamics 365-services or Microsoft Azure Services.
- On Premises Solution: A solution that works on systems located within the Customer's premises.
- Operations Management: Ensuring effective and efficient operation process within a business solution (Software Solution).
- Optimization: the collective name of HSO's services and activities aimed at the improvement and renewal of an operational Microsoft Dynamics environment.
- Performance indicator: in relation with the service level, this indicator shows the level at which the service provision took place.
- Performance Issue: Concerns the detection of a reduced or reducing performance of the Microsoft Dynamics environment in management, resulting from an Incident.
- Resolution time: the time within which an incident is solved by HSO. This is measured in the service window and is the time during which the incident was under the responsibility of HSO Support during the incident management process. This does not include the time under responsibility of CUSTOMER, Microsoft, HSO 3rd-line development or third parties.
- Response time: the time within which HSO attends to an incident reported by CUSTOMER, within the applicable service window.
- RFC: further qualification of a Call as a Request for Change.
- Sandbox: name of a Microsoft Online or Dynamics 365 environment.
- Service: the services to be provided within this framework, as specified in more detail in the relevant Contract.
- Service Desk: Organization part of HSO Managed Services, serving as FPOC and/or SPOC (first point of contact / single point of contact) between HSO and CUSTOMER.
- Service level: quantified value indicating the required quantitative or qualitative level of the service to be provided.
- Service management: collective name for the customer-oriented work that an HSO employee carries out in the role of Service manager, primarily around the provision of SLA services and customer satisfaction with regard to Managed Services in general.
- Service request: further qualification of a Call. Concerns a request for a service that is not defined as a (SLA) service.
- Service window: the specifically agreed time window within which the HSO Managed Services organization is available on working days and within which (certain) services are provided.
- SLA: A contract that describes the services, targets and responsibilities of the supplier and the customer.
- Software: collective name for all software defined within the Customers Environment.
- Solution: Software, provisioned either as On-Premises Solution, Online Solution or Cloud Solution.
- Statement of Work: work order containing information about the cause, the intended result, and the proposed plan of action.
- Standard code fix: Concerns an individual error solution provided by Microsoft or ISV.
- Support: collective name of HSO's Call and Incident Management related activities within Customers Operational Solution.

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- Work order: a work assignment drawn up in document form, with an estimated duration of more than 6 hours.
- Working day: a calendar day, excluding Saturdays, Sundays, and public holidays.

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APPENDIX A: Rate Card 2020

Resource Levels/Roles		Pricelist Rates (USD)	
		Day	Hour
	Consulting		
MCO	Managing Consultant, Solution Architect	1,800	225.00
SCO	**Senior Functional Consultant**	**1,600**	**200.00**
NCO	Functional Consultant	1,400	175.00
JCO	Junior Consultant	1,000	125.00
	Development		
MDV	Managing Developer	1,480	185.00
SDV	Senior Developer (offshore)	840	105.00
NDV	Developer (offshore)	680	85.00
	Technology Services		
MTS	Managing Technical Consultant	1,600	200.00
STS	**Senior Technical Consultant**	**1,480**	**185.00**
NTS	Technical Consultant	1,200	150.00
	Management		
PMP	Program Manager, Steering Committee	2,000	250.00
PMM	**Project Manager (Operation/Execution)**	**1,800**	**225.00**
PMC	Project Controller/Coordination	1,520	190.00
PMO	Project Office/Assistance	960	120.00
	Other		
TDE	Travel distance (per mile)		0.55

The following conditions apply unless specifically otherwise agreed
1   Daily rates apply for a nominal 8-hour day; additional time worked will only be charged in special cases like (conversion) weekends
2   Services delivered on client site will be charged at the agreed day rates
3   Remote services, including remote meetings using phone, lync, skype or any other remote tools will be charged at the hourly rate.
4   Services and expenses are invoiced monthly
5   Actual expenses for transport and hotel (incl. breakfast and dinner), except paid for directly by client, will be charged as incurred
6   Alcoholic beverages, mini-bar, entertainment, etc. are not reimbursable
7   When booking travel Gtd guidelines will be followed, which mean transport is on economy class basis and hotels are max 4 stars
8   Travel time during business hours should be avoided as part of the project scheduling, except if agreed per diems include travel time
9   Travel time will be charged at 50% of the hourly rate when exceeding 2 hours one way, except agreed per diems include travel time
10   Travel calculations are based on the shortest of distance between HSO office and Customer or Consultants home and Customer
13   Payment term is 30 days after the date of the invoice
14   Assignments are based on an agreed Master Agreement and Statement of Work

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September 17, 2020

Dear HSO,

We recognize that you provide services and software nationally, and that (with 50 states and a variety of different breach notification requirements) it is difficult to keep track of each State's requirements. This letter is to make you aware of the recent changes in Washington Law which became effective on March 1, 2020 and June 11, 2020 related to the breach notification requirements for data stored by public entities (and their vendors). Along with modifying how to perform the notification, the state of Washington expanded what it considers "personal information" in a breach scenario to now include the following elements:

    (i) An individual's first name or first initial and last name in combination with any one or more of the following data elements:

        (A) Social security number or the last four digits of the social security number;

        (B) Driver's license number or Washington identification card number;

        (C) Account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account, or any other numbers or information that can be used to access a person's financial account;

        (D) Full date of birth;

        (E) Private key that is unique to an individual and that is used to authenticate or sign an electronic record;

        (F) Student, military, or passport identification number;

        (G) Health insurance policy number or health insurance identification number;

        (H) Any information about a consumer's medical history or mental or physical condition or about a health care professional's medical diagnosis or treatment of the consumer; or

        (I) Biometric data generated by automatic measurements of an individual's biological characteristics, such as a fingerprint, voiceprint, eye retinas, irises, or other unique biological patterns or characteristics that is used to identify a specific individual;

    (ii) User name or email address in combination with a password or security questions and answers that would permit access to an online account; and

    (iii) Any of the data elements or any combination of the data elements described in (a)(i) of this subsection without the consumer's first name or first initial and last name if:

        (A) Encryption, redaction, or other methods have not rendered the data element or combination of data elements unusable; and

        (B) The data element or combination of data elements would enable a person to commit identity theft against a consumer.

While we expect that you have adequately secured our data through encryption or other security methods so as to ensure that there is no unauthorized acquisition, if a breach does occur it is the City of Redmond's expectation that you would provide proper notification and include these data elements in your analysis of the breach. For your reference, we have included with this letter a copy of RCW 42.56.590 which governs breach notification by municipal entities in Washington.

We look forward to continuing to do business with you. If you have any questions about this letter or breach notification requirements in Washington, please contact Jonny Chambers at jchambers@redmond.gov.

Stay Safe,
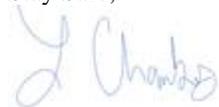
Jonny Chambers
Technology & Information Services Director │City of Redmond
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42.56.590: Personal information--Notice of security breaches

(1) Any agency that owns or licenses data that includes personal information shall disclose any breach of the security of the system to any resident of this state whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person and the personal information was not secured. Notice is not required if the breach of the security of the system is not reasonably likely to subject consumers to a risk of harm. The breach of secured personal information must be disclosed if the information acquired and accessed is not secured during a security breach or if the confidential process, encryption key, or other means to decipher the secured information was acquired by an unauthorized person.

(2) Any agency that maintains or possesses data that may include personal information that the agency does not own or license shall notify the owner or licensee of the information of any breach of the security of the data immediately following discovery, if the personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

(3) The notification required by this section may be delayed if the data owner or licensee contacts a law enforcement agency after discovery of a breach of the security of the system and a law enforcement agency determines that the notification will impede a criminal investigation. The notification required by this section shall be made after the law enforcement agency determines that it will not compromise the investigation.

(4) For purposes of this section and except under subsection (5) of this section and RCW 42.56.592, notice may be provided by one of the following methods:
    (a) Written notice;
    (b) Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 U.S.C. Sec. 7001; or
    (c) Substitute notice, if the agency demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars, or that the affected class of subject persons to be notified exceeds five hundred thousand, or the agency does not have sufficient contact information. Substitute notice shall consist of all of the following:
        (i) Email notice when the agency has an email address for the subject persons;
        (ii) Conspicuous posting of the notice on the agency's web site page, if the agency maintains one; and
        (iii) Notification to major statewide media.

(5) An agency that maintains its own notification procedures as part of an information security policy for the treatment of personal information and is otherwise consistent with the timing requirements of this section is in compliance with the notification requirements of this section if it notifies subject persons in accordance with its policies in the event of a breach of security of the system.

(6) Any agency that is required to issue notification pursuant to this section shall meet all of the following requirements:
    (a) The notification must be written in plain language; and
    (b) The notification must include, at a minimum, the following information:
        (i) The name and contact information of the reporting agency subject to this section;
        (ii) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach;
        (iii) A time frame of exposure, if known, including the date of the breach and the date of the discovery of the breach; and
        (iv) The toll-free telephone numbers and addresses of the major credit reporting agencies if the breach exposed personal information.

(7) Any agency that is required to issue a notification pursuant to this section to more than five hundred Washington residents as a result of a single breach shall notify the attorney general of the breach no more than thirty days after the breach was discovered.

    (a) The notice to the attorney general must include the following information:

        (i) The number of Washington residents affected by the breach, or an estimate if the exact number is not known;

        (ii) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach;

        (iii) A time frame of exposure, if known, including the date of the breach and the date of the discovery of the breach;

        (iv) A summary of steps taken to contain the breach; and

        (v) A single sample copy of the security breach notification, excluding any personally identifiable information.

    (b) The notice to the attorney general must be updated if any of the information identified in (a) of this subsection is unknown at the time notice is due.

(8) Notification to affected individuals must be made in the most expedient time possible, without unreasonable delay, and no more than thirty calendar days after the breach was discovered, unless the delay is at the request of law enforcement as provided in subsection (3) of this section, or the delay is due to any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. An agency may delay notification to the consumer for up to an additional fourteen days to allow for notification to be translated into the primary language of the affected consumers.

(9) For purposes of this section, "breach of the security of the system" means unauthorized acquisition of data that compromises the security, confidentiality, or integrity of personal information maintained by the agency. Good faith acquisition of personal information by an employee or agent of the agency for the purposes of the agency is not a breach of the security of the system when the personal information is not used or subject to further unauthorized disclosure.

(10)(a) For purposes of this section, "personal information" means:

    (i) An individual's first name or first initial and last name in combination with any one or more of the following data elements:

        (A) Social security number or the last four digits of the social security number;

        (B) Driver's license number or Washington identification card number;

        (C) Account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account, or any other numbers or information that can be used to access a person's financial account;

        (D) Full date of birth;

        (E) Private key that is unique to an individual and that is used to authenticate or sign an electronic record;

        (F) Student, military, or passport identification number;

        (G) Health insurance policy number or health insurance identification number;

        (H) Any information about a consumer's medical history or mental or physical condition or about a health care professional's medical diagnosis or treatment of the consumer; or

        (I) Biometric data generated by automatic measurements of an individual's biological characteristics, such as a fingerprint, voiceprint, eye retinas, irises, or other unique biological patterns or characteristics that is used to identify a specific individual;

(ii) User name or email address in combination with a password or security questions and answers that would permit access to an online account; and

(iii) Any of the data elements or any combination of the data elements described in (a)(i) of this subsection without the consumer's first name or first initial and last name if:

(A) Encryption, redaction, or other methods have not rendered the data element or combination of data elements unusable; and

(B) The data element or combination of data elements would enable a person to commit identity theft against a consumer.

(b) Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

(11) For purposes of this section, "secured" means encrypted in a manner that meets or exceeds the national institute of standards and technology standard or is otherwise modified so that the personal information is rendered unreadable, unusable, or undecipherable by an unauthorized person.

City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-136
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Don Cairns	Engineering Manager
Planning and Community Development	Micah Ross	Senior Engineer

TITLE:

Approval of Consultant Agreement for Engineering Services for the 156th Ave NE Cycle Track Project and Approval to Obtain Property Rights from Microsoft for the Project

OVERVIEW STATEMENT:

Requesting Consent Agenda approval for consultant agreement for engineering services for design, construction, and property rights acquisition. This initial consultant agreement will be for design and property rights acquisition. We are also requesting approval to obtain necessary property rights for the project.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

Staff is requesting Council direction to place this contract on the May 18 Consent Agenda for final approval.

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  This project is identified in the Transportation Master Plan.
- **Required:**
  RCW 39.80 and City Purchasing Policies and Procedures requires Council authorization for the Mayor to sign the contract.
- **Council Request:**
  N/A
- **Other Key Facts:**
  This is a high priority non-motorized transportation project. There is also Sound Transit grant funding for

construction of this project. We are requesting this item go forward for Council Approval at the May 18, 2021 Council meeting.

OUTCOMES:

This project is a part of the 156th Ave NE north-south corridor between 28th Street and 51st Street. It will provide a low-stress bicycle facility which typically includes physical separation from both vehicles and pedestrians. It will serve important bicycle trip generators such as the Microsoft campus and the Redmond Technology Light Rail Station. The project will connect to existing and planned east/west bicycle facilities, including Turing/28th Street, 31st Street, 36th Street, the Redmond Technology Station Pedestrian Bicycle Bridge, and the 40th Street Shared Use Path. Planned north/south bicycle facilities north of 40th Street and south of 28th Street will also connect to this facility. Microsoft will construct the segment of this corridor from 31st Street to 36th Street as part of the campus refresh project. There are also funds approved for design of bicycle improvements north on 156th Ave from 40th Street to 51st Street.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
This consultant agreement is expected to be no more than $800,000.
Total Project Cost: $5,229,108

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
000343 - Mobility of People and Goods

Budget Priority:
Capital Investment Program

Other budget impacts or additional costs: ☒ **Yes**   ☐ **No**   ☐ **N/A**
If yes, explain:
Annual operations and maintenance costs after the facilities are completed.

Funding source(s):
Transportation CIP - Design and Construction $4,063,866
Sound Transit System Access Grant - Construction $1,165,242

Budget/Funding Constraints:

The Sound Transit System Access Grant intends for construction to be completed by the opening of the Redmond Technology Center Light Rail Station, expected to be in 2023.

☒ **Additional budget details attached**

<u>**COUNCIL REVIEW**</u>**:**

Previous Contact(s)

Date	Meeting	Requested Action
11/17/2020	Business Meeting	Receive Information
3/4/2021	Business Meeting	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
5/18/2021	Business Meeting	Approve

Time Constraints:

Design services are expected to take place in 2021 and 2022. Construction estimated to start in 2022 and be completed by the 2023 opening of the light rail station, which is expected to be a requirement of the   Sound Transit System Access Grant.

<u>**ANTICIPATED RESULT IF NOT APPROVED**</u>**:**

If the project is not approved, it would result in the loss of Sound Transit System Access Grant funds for construction of the project, which could result in project cancellation.

<u>**ATTACHMENTS**</u>**:**

Attachment A: Vicinity Map
Attachment B: Project Narrative and Budget Information

Attachment A: Project Vicinity Map

City of Redmond - 156th Ave Cycle Track Project

156th Ave Cycle Track Project

Legend
- Pedestrian Crossing Signal
- Traffic Signal
- Proposed Cycle Track Project
- Microsoft Funded Cycle Track
- Existing or Funded Bike Lane
- Existing or Funded Cycle Track
- Existing or Funded Shared Use Path
- Planned Shared Use Path
- Planned Bike Lane
- Light Rail
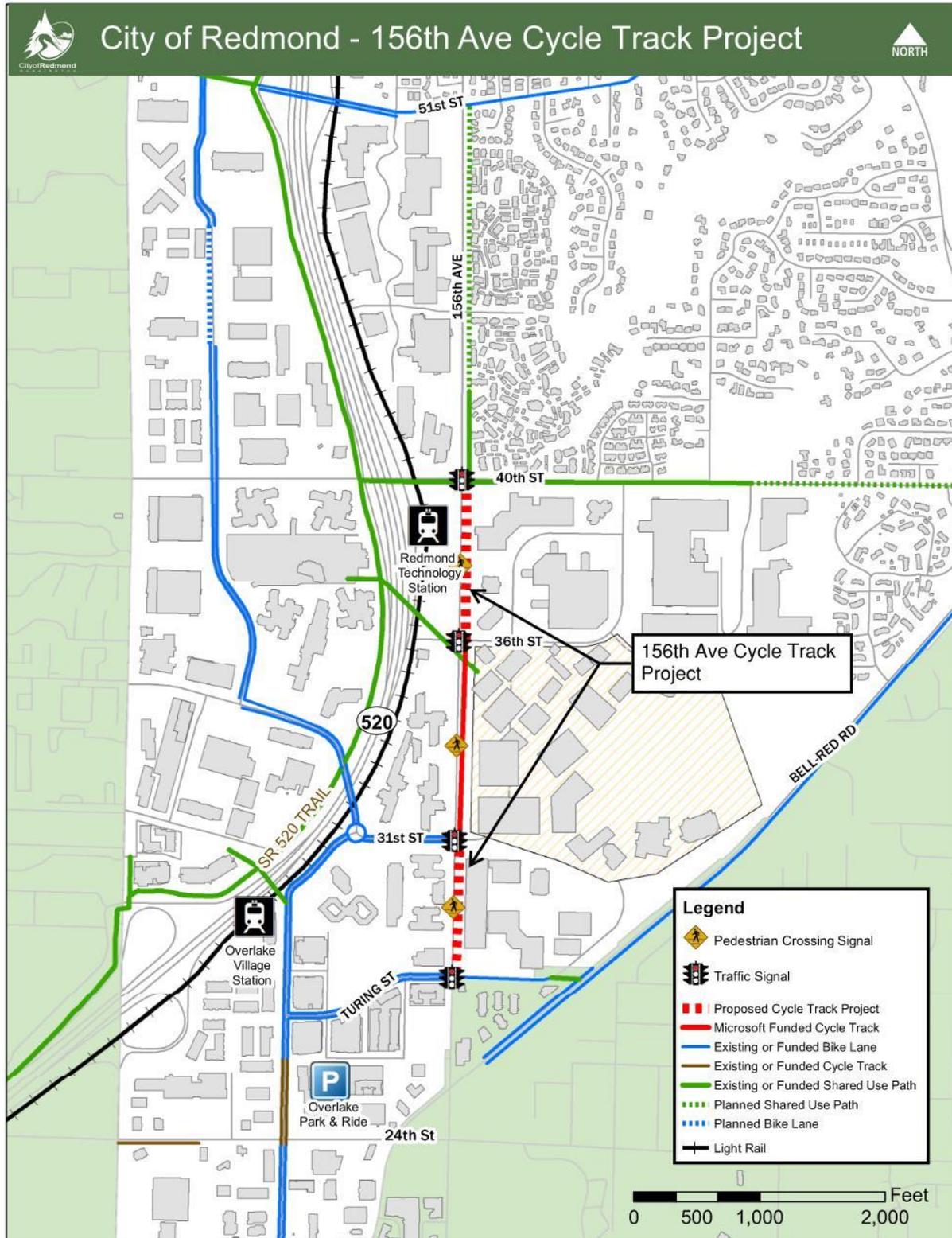
Attachment B: Project Narrative and Budget Details

The 156th Ave NE Cycle Track Project is an important north-south connection which is identified in the 2013 TMP. This project has been presented to Council in a November 2020 and March 2021 meeting as part of an update on bike connections in the Overlake area connecting to and from Light Rail. It will provide both a cycle track and a separated pedestrian path along the east side of 156th Ave. which will serve important bicycle trip generators such as Microsoft and the Redmond Technology Light Rail Station. It will connect to existing and planned east-west bicycle facilities at 28th Street, 31st Street, 36th Street, 40th Street Shared Use Path, and the Redmond Technology Station Pedestrian Bicycle Bridge. A planned and funded north-south shared use path which extends from 40th Street to 51st Street will also connect to the facilities constructed by this project.

Microsoft will be constructing the central segment of this project, from 31st Street to 36th Street as a part of the Campus Refresh Project. The City will construct the segments from 28th Street to 31st Street and from 36th Street to 40th Street as illustrated in the Vicinity Map in Attachment A. The City will coordinate Microsoft to complete construction of the facilities before light rail opens in Overlake in June 2023.

Property rights from Microsoft will also be required for this project. Existing pedestrian easements will need to be revised to include bicyclists and the new cycle track and pedestrian facilities being constructed as part of this project.

The Consultant Agreement is anticipated to be less than $800,000 for design services. The exact amount will be negotiated with the consultant in the coming weeks and will be finalized prior to final Council approval. The Consultant Agreement amount is included in the Design line, which also includes preliminary design, staff time, overhead, and miscellaneous expenses. The budget summary is displayed in the following table.

156th Ave NE Cycle Track Summary Budget Table	
Cost Estimate	
Right of Way - Property Rights*	$164,603
Design*	$1,481,805
Construction	$3,582,700
Total	**$5,229,108**
*Includes the Consultant Agreement before the Committee	

Budget	
Transportation CIP	$4,063,866
Sound Transit Access Grant	$1,165,242
Total	**$5,229,108**

A Sound Transit System Access Grant will provide funding for the construction portion of the project. Sound Transit will lead the agreement writing process, which has not been started at this time.

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-137
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Andy Chow	Manager, Development Engineering
Planning and Community Development	Pat Lyga	Senior Engineering Technician

TITLE:

Adoption of an Ordinance for Approval of the Final Plat of Penny Lane II

OVERVIEW STATEMENT:

Penny Lane II preliminary plat approval was granted by the Hearing Examiner subject to conditions on June 18, 2020. PENNY LANE II engineering plans were approved by staff on December 2, 2020. PENNY LANE II final plat was submitted by the applicant for staff review on March 12, 2021. Staff has reviewed the list of conditions outlined in the Hearing Examiner's decision and determined that the final plat of PENNY LANE II conforms to those conditions and all other requirements set forth under RCW 58.17.170 and RZC 21.74.030.C.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☒ **Provide Direction**   ☐ **Approve**

Staff is requesting Council direction to place the final plat approval ordinance on a future consent agenda.

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  RCW 58.17.170 and RZC 21.74.030.C.
- **Council Request:**
  N/A

- **Other Key Facts:**

PENNY LANE II is located at 7960, 7970, and 7980 170th Avenue NE, in Redmond, Washington, in the Downtown Neighborhood, and is zoned East Hill.

PENNY LANE II is a unit-lot subdivision subdividing a 0.56-acre site into 14 lots including the dedication of Right-Of-Way for a portion of 170th Court NE.   Access to the PENY LANE II subdivision will be by public road.

OUTCOMES:

Approval of the final plat of PENNY LANE II authorizes the Mayor to sign the final plat and will allow the applicant to record the final plat with the King County Recorder and create the approved new lots. This approval does not imply final acceptance of the site improvements.

The City will provide maintenance of the public utilities and roads that serve the final plat.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  PENNY LANE II went through applicable development review and complied with required notices and requests for public feedback. The Hearing Examiner issued an approval of the Preliminary Plat on June 18, 2020.
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
000244-Development Services

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☐ **Yes**   ☐ **No**   ☒ **N/A**
If yes, explain:
N/A
Funding source(s):
Maintenance funding for the utilities (water and sewer) will be provided from the Utility Fund. Maintenance funding for public stormwater utilities will be provided from the Stormwater Utility Fund. Maintenance of public roads will be provided from the General Fund.

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:
The subdivision developer would like to record the final plat as soon as possible. This final plat approval and subsequent recording of the final plat are necessary prerequisites to obtaining building permits within this subdivision.

ANTICIPATED RESULT IF NOT APPROVED:
The applicant will not be able to record the final plat which is a necessary prerequisite to obtaining building permits within this subdivision.

ATTACHMENTS:
Attachment A-Ordinance
Attachment B-Vicinity Map
Attachment C-Hearing Examiner Decision

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, APPROVING THE FINAL PLAT OF PENNY
LANE II PURSUANT TO RCW 58.17.170 AND RZC
21.74.030, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Redmond has received an application for approval of the final plat of PENNY LANE II, and

WHEREAS, final plat approval is addressed under RZC 21.74.030, which requires that the Redmond City Council adopt findings in support of its decision and approve the final plat.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.   Findings adopted.   The Redmond City Council adopts the following findings in support of its approval of the Penny Lane II final plat:

1. The Redmond Hearing Examiner conditionally approved the related Penny Lane II Preliminary Plat on June 18, 2020. The Hearing Examiner's Decision contains conditions incorporated as shown in Attachment C.

2. The applicant submitted the Penny Lane II final plat for staff review on March 12, 2021.

3. Under RCW 58.17.170 and RZC 21.74.030(G), final plat approvals require City Council approval.

4. Under RCW 58.17.170 and RZC 21.74.030(C), the criteria to be used by the City Council in determining whether to grant final plat approval are:

   A. whether the final plat substantially conforms to all terms, conditions, and provisions of the preliminary approval; and

B.   whether the final plat contains a dedication to the public of all common improvements, including but not limited to streets, roads, sewage disposal systems, storm drainage systems, and water supply systems which were a condition of approval. The intention to dedicate shall be evidence by the owner's presentment of a final plat showing the dedication, and the acceptance by the City shall be evidenced by the approval of the final plat; and

C.   whether the final plat meets the requirements of RZC 21.74, applicable state laws, and all other local ordinances adopted by the City which were in effect at the time a complete application for preliminary plat approval was filed.

5.   The City staff has reviewed the final plat of Penny Lane II and has advised the Council that the final plat conforms to all terms and conditions of preliminary plat and contains a dedication to the public of all common improvements. Based on the staff review, the Council finds that the final plat meets the first and second criteria for approval.

6.   At the time of preliminary plat approval, the Redmond Hearing Examiner determined that, as conditioned, the preliminary plat met the requirements of the state subdivision laws, the State Environmental Policy Act, and the subdivision approval requirements of the Redmond Zoning Code. No evidence has been presented to change this determination. The City Council therefore finds that the final plat meets the third criteria for approval.

Section 2.   Approval of final plat. The final plat of Penny Lane NE II is hereby approved, subject to fulfilling any late-comer agreements and posting of any performance guarantees as determined by the Director of Public Works.

Section 3.   Effective date. This ordinance shall take effect and be in full force five days after its passage and publication of a summary as provided by law.

ADOPTED by the Redmond City Council this _____ day of _____, 2021.

CITY OF REDMOND

_____
ANGELA BIRNEY, MAYOR

ATTEST:

_____   (SEAL)
CHERYL XANTHOS, CITY CLERK

APPROVED AS TO FORM:

_____
JAMES E. HANEY, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

N.E. 80TH STREET

170TH AVE NE

170TH CT NE

14
13
12
11
10
9
8
7
6
5
4
3
2
1
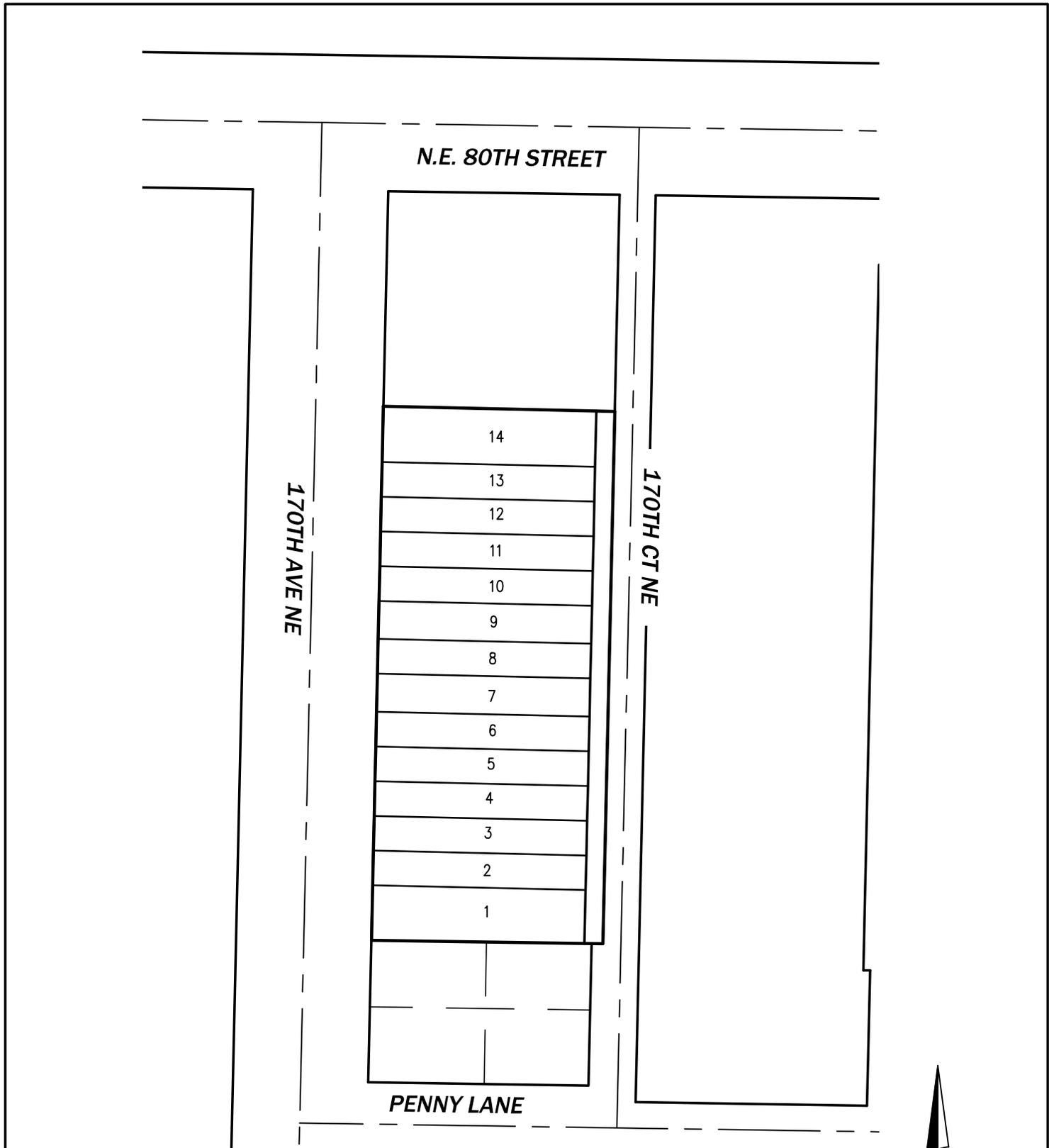
PENNY LANE

PENNY LANE 2 VICINITY MAP	PAGE 1 OF 1

CORE DESIGN

12100 NE 195th St., Suite 300
Bothell, Washington 98011
425.885.7877 Fax 425.885.7963

ENGINEERING - PLANNING - SURVEYING - L.A.

JOB NO. 17051

N

SCALE: 1" = 60'

0   30   60

BEFORE THE CITY OF REDMOND
HEARING EXAMINER

In the Matter of the Application of	)	
	)	NOS. LAND-2019-00399
	)	LAND-2019-00400
Randy Barnett,	)	
Ichijo USA Co., LTD	)	**Penny Lane II**
	)	
	)	
	)	
For Approval of a Subdivision and	)	FINDINGS, CONCLUSIONS,
Site Plan Entitlement	)	AND DECISION

SUMMARY OF DECISION

The request for approval of a unit-lot subdivision and site plan entitlement to construct 14 townhome units within a single building at 7960, 7970, and 7980 170th Avenue NE in Redmond is **GRANTED** subject to conditions.

SUMMARY OF RECORD

Request:
Randy Barnett of Ichijo USA Co., LTD (Applicant) requested approval of a unit-lot subdivision and site plan entitlement to construct 14 townhome units within a single building. The subject property is located at 7960, 7970, and 7980 170th Avenue NE in Redmond, Washington.

Hearing Date:
The Redmond Hearing Examiner conducted an open record hearing on the request on May 20, 2020. On the City's request, the record was held open 10 business days through June 4, 2020 to allow for additional written public comment from members of the public who may have attempted to join the virtual hearing but been unable to do so due to technological difficulties. Provision was made to allow for responses from the parties to any post-hearing public comment; however, none was submitted, and the record closed on June 4, 2020.

Testimony:
At the open record hearing, the following individuals presented testimony under oath:

Elise Keim, Planner, City of Redmond

Gina Brooks, Core Design, Civil Engineer, Applicant representative

Randy Barnett of Ichijo USA Co., LTD, Applicant representative

/
/

Findings, Conclusions, and Decision
Redmond Hearing Examiner
Penny Lane II, Nos. LAND-2019-00399 and -00400   *page 1 of 24*

Exhibits:

The following exhibits were admitted in the record:

1.   Technical Committee Report to the Hearing Examiner, with the following attachments:

>   1.A: Application
>   1.B: Plan Set
>   1.C: Design Review Board (DRB) Materials
>   1.D: Notice of Application
>   1.E: Written Public Comments
>   1.F: Notice of Neighborhood Meeting
>   1.G: Neighborhood Meeting Sign in Sheet
>   1.H: Notice of Public Hearing
>   1.I: SEPA DNS
>   1.J: Tree Health Assessment
>   1.K: Tree Exception
>   1.L: Critical Aquifer Recharge Area Report
>   1.M: Critical Area Report
>   1.N: Geotechnical Report
>   1.O: Stormwater Report
>   1.P: Traffic Study
>   1.Q: Cultural Resources Assessment

2.   Public comment, including:
>   2.a: Linda Seltzer dated May 16, 2020
>   2.b: Linda Seltzer dated May 16, 2020
>   2.c: Linda Seltzer dated May 16, 2020
>   2.d: Christina Bolobanic

3.   Staff responses to public comment, including:
>   3.a: Elise Keim to Linda Seltzer dated May 19, 2020
>   3.b: Elise Keim to Linda Seltzer dated May 19, 2020
>   3.c: Elise Keim to Linda Seltzer dated May 19, 2020
>   3.d: Elise Keim to Christina Bolobanic dated May 20, 2020
>   3.e: Elise Keim to Linda Seltzer dated May 20, 2020

4.   Planning Staff's PowerPoint presentation

Upon consideration of the testimony and exhibits admitted into the record, the Hearing Examiner enters the following findings and conclusions:

Findings, Conclusions, and Decision
Redmond Hearing Examiner
Penny Lane II, Nos. LAND-2019-00399 and -00400   *page 2 of 24*

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FINDINGS

1. The Applicant requested approval of a unit-lot subdivision and site plan entitlement to construct 14 townhome units within a single building. The subject property is located at 7960, 7970, and 7980 170th Avenue NE in Redmond, Washington.[1] *Exhibit 1.A.*

2. The application was submitted and determined to be complete on January 15, 2020. *Exhibits 1 and 1.D.*

3. The subject property is located in the Downtown Neighborhood and is zoned East Hill (EH). *Exhibit 1.* The purpose of the EH zone is as follows:

   > Downtown includes three residential zones at the periphery of the neighborhood (River Trail, Carter, and East Hill) that are intended to retain a quieter "residential" character than the other nearby mixed-use areas. These zones will provide a variety of housing types that are not primarily mixed-use in developments that include more typical residential features, such as front yards, landscaping, and ground-related patios and porches. These areas are all located within walking distance to the various retail and service areas in the Downtown. The regulations in this division are intended to retain the East Hill zone's special character and to ensure that single-family residential structures in this zone are well maintained until they are redeveloped with higher-density residential uses or are converted to nonresidential uses that are compatible with the residential neighborhood.

   Redmond Zoning Code (RZC) 21.10.100.A.

4. The City of Redmond Comprehensive Plan contains policies to encourage infill development and redevelopment of underutilized parcels (LU-6), encourage development of a variety of housing types, sizes and densities throughout the city to accommodate the diverse needs of residents (HO-11), ensure that new development is consistent with citywide and applicable neighborhood goals and policies (HO-15), and support urban centers as Redmond's primary locations for added residential development (UC-4). Planning Staff submitted that the project would be consistent with applicable Comprehensive Plan goals and policies. *Exhibit 1.*

5. The lots comprising the subject property total 0.56 acres in area and contain single-family residences and associated outbuildings, which would be removed in conjunction with development of the site. Surrounding properties to the south, east, and west are also zoned EH and are developed with townhome or multifamily residences. The property to the north is zoned R-30 and is developed with multifamily residences. *Exhibits 1, 1.B and 1.C.*

6. The subject property does not contain any structures with a historic landmark designation, and the proposed development is not subject to review by the Landmarks

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[1] Parcel Nos. 779290-0125, 779290-0130, and 779290-0140. *Exhibit 1.A.*

Findings, Conclusions, and Decision
Redmond Hearing Examiner
Penny Lane II, Nos. LAND-2019-00399 and -00400   *page 3 of 24*

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and Heritage Commission. No archaeological resources were found during a cultural resources assessment of the site. *Exhibits 1 and 1.Q.*

7.   The subject property is within Critical Aquifer Recharge Area I, as it is within the City's Wellhead Protection Zone 1 for two City production wells. *Exhibits 1 and 1.L; RZC Table 21.64.050A.* The Applicant proposes to avoid impacts to the critical area consistent with City requirements by conveying runoff from pollution-generating surfaces to the City's stormwater system, infiltrating roof runoff onsite to maintain groundwater recharge, and implementing erosion control measures and a spill prevention and response plan during construction. *Exhibit 1.L.*

8.   The subject property is within a Seismic Hazard Area. Based on geotechnical engineering review, the risk to the proposed development due to surficial ground rupture, landslide, and liquefaction is low. The seismic site class per the 2015 International Building Code is "D." City Staff submitted that the geotechnical reports demonstrates that the development meets the geologic hazard area performance standards contained in RZC 21.64.060.E. *Exhibits 1 and 1.N*

9.   There are no wetlands, streams, or regulated wildlife habitat on or near the subject property. *Exhibit 1.M.*

10.   According to development standards applicable to the EH zone, density on lots over 18,000 square feet in area with a frontage of over 180 feet (such as the subject property)[2] is not regulated based on a maximum number of dwelling units per acre, but on the application of bulk, height, parking, and other development standards. The applicable development standards include a minimum side setback of eight feet, a minimum rear setback of 10 feet, a maximum building height of four stories, and a minimum patio area of 80 square feet. Common usable open space is not required with respect to units having at least 200 square feet of private usable open space. The parking requirement for attached dwelling units/multifamily structures in the EH zone is 1.0 to 2.25 spaces per unit plus one guest space per four units. Twenty-five percent of the parking requirement may be accomplished through curbside parking. *RZC Table 21.10.100C; RZC 21.10.130.*

11.   The site plan demonstrates compliance with the requirements of the EH zone. The minimum setbacks would be satisfied. The building would be three stories high. Each unit would have at least 200 square feet of private open space, consisting of minimum 80 square foot patios in addition to yards. Each unit would have a tandem two-car garage, accessed from 170th Court NE on the east side of the building. The 170th Avenue NE street frontage (west side of building) would be improved with an eight-foot parking lane, which would provide for guest parking. *Exhibits 1, 1.B and 1.C.*

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[2] The site area/frontage density parameters specified on page 4 of Technical Committee Report appear to apply to developments in different Downtown zones. *RZC Table 21.10.130.A.*

Findings, Conclusions, and Decision
Redmond Hearing Examiner
Penny Lane II, Nos. LAND-2019-00399 and -00400   *page 4 of 24*

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12.   Redmond Zoning Code 21.72 requires that all healthy landmark trees and 35% of all healthy significant trees be retained.[3] The subject property contains one healthy landmark tree and two healthy significant trees.[4] Due to the location of the trees relative to the proposed building and infrastructure improvements, the Applicant proposes to remove all three trees. The Applicant applied for and obtained Department of Planning and Community Development approval of a tree exception request to remove the trees. The January 6, 2020 approval notes that the trees could not be retained consistent with City policies on urban density, and that the Applicant proposes to plant replacement trees in excess of the 3:1 ratio required by RZC 21.72. Although nine replacement trees are required, the Applicant proposes to plant 15 replacement trees, which would be in addition to the eight street trees required to be planted along the 170th Avenue NE street frontage. The replacement trees would be installed within the setback on the south side of the building. *Exhibits 1, 1.B, 1.C, 1.J, and 1.K.*

13.   The Downtown Design Standards (RZC 21.62.020) contain a provision requiring additional landscaping for residential development in the Downtown zones, consisting of one additional tree for each 125 square feet of required yard area. *RZC 21.62.020.F.8.b.* In this case, 52 additional trees would be required. *Exhibits 1 and 1.B.* The RZC allows for administrative design flexibility with respect to application of the design standards (RZC 21.58.020.E), and on February 20, 2020, the Redmond Design Review Board (DRB) recommended approval of a deviation from the additional tree requirement on condition that the Applicant pay a fee in lieu of required trees not planted. The basis for exception was that the quantity of trees would exceed the original number of trees on site, reduce the developability of the site, and conflict with utility easements within which tree planting is prohibited. The Applicant proposes to landscape the yards with assorted shrubs and grasses. Consistent with the ecological standards of the RZC, the overall site landscaping would consist of approximately 44% native plants and 55 % northwest adaptive plants. *Exhibits 1, 1.B, and 1.C; Gina Brooks Testimony.*

14.   The DRB reviewed and recommended approval of the proposed building design, including a proposed deviation from the design standard requiring modulation of facades facing interior property lines that are visible from the street (RZC 21.62.020.F.6). While the building design contains modulation, the requirement of modulation approximately every 40 feet with a minimum depth of four feet and minimum width of five feet would not be met with respect to all interior facades. The Applicant requested administrative design flexibility with respect to the requirement due to the narrowness of the units. Most of the units (including the end units) would be approximately 15.5 feet wide. *Exhibits 1 and 1.C; Randy Barnett Testimony.*

15.   Per RZC 21.20.030.C, at least 10% of the units in new housing developments over 10 dwelling units must be designated affordable housing units (i.e., affordable to households earning 80 %of the area median income adjusted for household size, spending no more

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[3] Pursuant to RZC 21.78, landmark trees are those that are greater than 30 inches in diameter at breast height and significant trees are those that are between six and 30 inches in diameter at breast height.

[4] The arborist report (Exhibit 1.J) identified a total of eight healthy trees, but that number included trees on the adjacent Penny Lane III site. *Exhibit 1.J.*

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than 30% of income on housing expenses). In this case, one affordable housing unit is required, and one is proposed. *Exhibits 1 and 3.*

16.	Although the building would face 170th Avenue NE, the garages would be accessed from the public alley. The alley, to be called 170th Court NE, would be widened to 20 feet consistent with fire access standards, and six-foot wide sidewalks and streetlights would be provided. An 8.2-foot wide strip of land would be dedicated to the City to allow for these improvements. Frontage improvements on 170th Avenue NE would include an eight-foot wide parking lane, vertical curb and gutter, five-foot wide planter strip, six-foot wide sidewalk, and streetlights. These improvements, along with the landscaped yard areas, would fulfil the pedestrian system requirements of RZC 21.10.150 for 170th Avenue NE. *Exhibits 1 and 1.B.*

17.	Based on the Institute of Transportation Engineers (ITE) *Trip Generation Manual,* 10th edition, the proposed development is expected to generate 142 net new average weekday vehicle trips, including 11 PM peak hours trips. Based on this volume, the City did not require further traffic analysis. *Exhibit 1.P.*

18.	Each proposed lot would be connected to municipal water and sewer service from mains in 170th Avenue NE. The sewer main would be replaced along the property frontage due to its current poor condition. *Exhibits 1 and 1.B.*

19.	Stormwater would be managed in accordance with the City's stormwater regulations, including the 2019 Technical Notebook. The proposed conveyance of stormwater to the City system in lieu of onsite detention and water quality would be subject to payment of capital facility charges. *Exhibits 1 and 1.O.*

20.	Impacts to schools and parks would be mitigated through payment of a school mitigation fee at the time of building permit issuance, pursuant to Redmond Municipal Code (RMC) 3.10. Common open space is not required for the development because all units would have at least 200 square feet of private open space. *Exhibit 1; RMC 3.10.*

21.	Assuming the role of lead agency for review of the project under the requirements of the State Environmental Policy Act, the City of Redmond Technical Committee considered the application materials and completed environmental checklist and issued a determination of non-significance (DNS) on February 28, 2020. *Exhibits 1 and 1.I.*

22.	Notice of the open record public hearing on the application was posted onsite and online; published in the *Seattle Times*; and mailed to parties of record and owners of property within 500 feet of the site on or before April 29, 2020. *Exhibits 1 and 1.H.*

23.	Several comments on the application were submitted at a neighborhood meeting conducted February 24, 2020 and in response to the notices of application and public hearing. The issues raised in these comments included traffic and the adequacy of on-site parking, construction impacts (e.g., days/hours of construction, debris, noise, crime), tree removal, and housing affordability (request was that development serve low-income

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residents at 30% or less of median income). *Exhibits 1, 1.E, 1.G, and 2.* The issues relating to traffic, parking, and tree removal are addressed in the findings above. The City does not have requirements for provision of low-income housing at the level suggested in public comment; the Code-established requirement is for affordable housing at 80% of median income, which this project satisfies. Construction noise is regulated by ordinance, with hours limited to 7:00 am to 7:00 pm Monday through Friday, and 9:00 am to 6:00 pm Saturdays, with no construction noise allowed on Sundays or holidays. Debris would be required to be contained on site. *Exhibits 1.E and 3; Elise Keim Testimony.*

24.   The Technical Committee, comprised of staff from City of Redmond Planning, Public Works, and Fire Departments, reviewed the complete application and supporting materials for compliance with City regulations and the Comprehensive Plan. The Technical Committee recommended project approval subject to conditions. *Exhibit 1.* Applicant representatives waived objection to the recommended conditions of approval. *Testimony of Gina Brooks and Randy Barnett*.

CONCLUSIONS

Jurisdiction:
The Hearing Examiner is authorized to conduct open record hearings and issue decisions on Type III permits, including lot unit subdivisions, pursuant to RZC 21.76.050.C, RZC 21.76.060.J, and RZC 21.74.030.H.

Pursuant to RZC 21.76.050.E.2, where two or more land use applications for a given development are submitted for consolidated review, the review shall be conducted using the highest numbered process type applicable to any of the land use applications, provided that each land use application shall only be subject to the relevant decision criteria applicable to that particular development application. This provision confers jurisdiction on the Hearing Examiner to decide the associated application for site plan entitlement.

Criteria for Review:
Unit Lot Subdivision
Pursuant to RZC 21.74.030.B.1, the Examiner shall approve an application for a unit lot subdivision if findings can be entered showing the following criteria are satisfied:

a. The proposal complies with the general criteria applicable to all land use permits set forth in RZC 21.76.070.B, Criteria Applicable to All Land Use Permits;

b. The proposal conforms to the site requirements for the zoning district in which the property is located;

c. The proposal conforms to the requirements of this chapter;

d. The proposed short subdivision, binding site plan, unit lot subdivision, or preliminary subdivision:

   i.   Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required by this chapter; and the proposed street system conforms to the

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City of Redmond Transportation Master Plan and Neighborhood Street Plan, and is laid out in such a manner as to provide for the safe, orderly, and efficient circulation of traffic;

    ii. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision or short subdivision;

    iii. Makes adequate provision for parks, recreation, and playgrounds, as required by this chapter;

    iv. Makes adequate provision for schools and school grounds;

    v. Makes adequate provisions for sidewalks and other planning features that meet the requirements of this chapter and that provide safe walking conditions for students who walk to and from school;

    vi. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

e. Geotechnical considerations have been identified, and all hazards and limitations to development have been considered in the design of streets and lot layout to assure streets and building sites are on geologically stable soil, considering the stress and loads to which the soil may be subjected.

RZC 21.74.030.B.2 states that lack of compliance with the criteria set forth in subsection (1) of this section shall be grounds for denial of a proposed subdivision or short subdivision, or for the issuance of conditions necessary to more fully satisfy the criteria.

Site Plan Entitlement:
Pursuant to RZC 21.76.070.Y.3, Site Plan Entitlement Decision Criteria:

a. The Technical Committee, composed of the Departments of Planning and Public Works, shall review all Development Review permits with the State Environmental Policy Act and the RZC.

b. The Landmarks and Heritage Commission will review all Certificates of Appropriateness for compliance with the RZC.

Conclusions Based on Findings:
1. With conditions of approval, the proposal complies with the criteria for a unit lot subdivision.

    A. As conditioned, the proposal complies with the general criteria applicable to all land use permits, which include in relevant part consistency with the City's development regulations, the Comprehensive Plan, and SEPA. The proposal is consistent with the purpose of EH zone and applicable bulk standards. It would satisfy the City's tree replacement, affordable housing and design standards. The two requested deviations from the design standards (relating to additional landscaping and interior modulation) are approved as recommended by the DRB; strict compliance with the requirements would result in hardship inconsistent with

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the intent of the zone. Public water and sewer are available to the site and frontage improvements would be provided. The project was reviewed pursuant to SEPA and a DNS was issued. The proposal is consistent with Comprehensive Plan policies that encourage redevelopment of underutilized parcels, the provision of a variety of housing types, and placement of housing in the urban center. *Findings 3, 4, 10, 11, 12, 13, 14, 15, 16, 18 and 21.*

B. The proposal conforms to the requirements of the EH zone. *Findings 10 and 11.*

C. As conditioned, the proposal is consistent with the requirements of RZC 21.74. The project makes adequate provision for water, sewer, and storm drainage. The conditions of approval address easement requirements. Right-of-way would be dedicated for the widening of 170th Court NE, and frontage improvements would be provided on 170th Court NE and 170th Avenue NE. *Findings 16, 18, and 19.*

D. As conditioned, the proposal makes adequate provision for streets. *Findings 16 and 17.*

E. As conditioned, the proposed subdivision would be adequately served by utilities, including stormwater management. *Findings 7, 18, and 19.*

F. As conditioned, the proposal makes adequate provision for parks, recreation, and playgrounds. Private open space would be provided in lieu of common open space, as allowed by the RZC. Impacts to parks would be mitigated through payment of a mitigation fee. *Findings 10, 11, and 20.*

G. With payment of mitigation fees, the proposal makes adequate provision for schools and school grounds. *Finding 20.*

H. As conditioned, the proposal makes adequate provisions for sidewalks and safe walking conditions for students. Sidewalks would be provided along both fronting streets. *Finding 16.*

I. As conditioned, the proposal serves the public interest and makes appropriate provisions for the public health, safety, and welfare. The project was reviewed for seismic hazard and the risk was determined to be low. The critical aquifer recharge area would be protected. The Applicant would pay impact fees consistent with RMC 3.10. Conditions of approval address Fire Department requirements and identify the code section relevant to construction noise. *Findings 7, 8, 9, 16, 17, 18, 19, and 23.*

J. Geotechnical considerations were professionally reviewed, and limitations to development were considered in the design of the project. No hazards were identified that would prevent development as proposed. *Finding 8.*

2.   With conditions of approval, the proposal satisfies the criteria for site plan entitlement.

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A. The project was reviewed under SEPA and a DNS was issued. *Finding 21.*

B. As conditioned, the proposal meets all applicable requirements of the RZC, including EH bulk standards, parking, tree replacement, affordable housing, and critical areas requirements. The two requested deviations from the design standards (relating to additional landscaping and interior modulation) are approved as recommended by the DRB; strict compliance with the requirements would result in hardship inconsistent with the intent of the zone, and the changes would not be materially detrimental to the public welfare or contrary to design objectives. The conditions of approval require the Applicant to pay a fee in lieu of planting the trees required by RZC 21.62.020.F.8. *Findings 10, 11, 12, 13, 14, 15 and 16.*

C. Landmarks and Heritage Commission review is not applicable to the proposal. *Finding 6.*

DECISION

Based on the preceding findings and conclusions, the request for approval of a unit lot subdivision and site plan entitlement to construct 14 attached townhome units within a single structure is **GRANTED** subject to the conditions below.

A. Site Specific Conditions of Approval

1. **Approved Plans**
   The following table identifies those materials that are approved with conditions as part of this decision.

Item	Date Received	Notes
Plan Set	1/15/20	*and as conditioned herein.*
SEPA Checklist	1/15/20	*and as conditioned herein and as conditioned by the SEPA threshold determination on 2/28/20.*
Design Review Board Approved/Plans	1/15/20	*and as conditioned herein.*
Conceptual Landscaping Plan	1/15/20	*and as conditioned herein.*
Conceptual Lighting Plan	1/15/20	*and as conditioned herein.*
Proposed Tree Retention Plan	1/15/20	*and as conditioned herein.*
Stormwater Design	1/15/20	*and as conditioned herein.*

2. **Separate Coordinated Civil Review**
   This project is directly south of another unit-lot subdivision application currently under review (Penny Lane III LAND-2019-00438 & 00439). Each project is required to provide

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its own adequate infrastructure, open space and frontage improvements. Separate Coordinated Civil Review (CCR) permits will be submitted for each project and shall demonstrate that each can be constructed independent of the other. Bonding and permitting shall not be combined for the projects.

Code Authority: RZC 21.74.030.B
Condition Applies: Coordinated Civil Review

The following conditions shall be reflected on the Civil Construction Drawings, unless otherwise noted:

Development Engineering - Transportation and Engineering
Reviewer: Andy Chow, Senior Engineer
Phone: 425-556-2740
Email: kachow@redmond.gov

a. **Easements and Dedications.** Easements and dedications shall be provided for City of Redmond review at the time of construction drawing approval and <u>finalized for recording prior to issuance of a building permit</u>. The existing and proposed easements and right-of-way shall be shown on the civil plans. Prior to acceptance of the right(s) of way and/or easement(s) by the City, the developer will be required to remove or subordinate any existing private easements or rights that encumber the property to be dedicated.
   i. Easements are required as follows:
      (a) 10 feet wide Sidewalk and Utilities easement type, granted to the City of Redmond, along the existing right-of-way of 170th Ave NE.
      (b) 10 feet wide Sidewalk and Utilities easement type, granted to the City of Redmond, along the new right-of-way of 170th CT NE.
      (c) Minimum 8.8 feet wide private access and utility easement adjacent to the most northerly parcel shall be required as part of the overall shared access prepared for Penny Lane III project to 170th CT NE only. This shared access easement shall not be extended to the 170th Ave NE Right-of-Way and no direct access to 170th Ave NE will be permitted.
      (d) At the time of construction, additional easements may be required to accommodate the improvements as constructed.

   ii. Dedications for right-of-way are required as follows:
      (a) A strip of land with minimum 8.2 feet wide or to the edge of the new sidewalk abutting the existing 170th CT NE right-of- way.

   Code Authority: RZC 21.52.030.G; RMC 12.12

b. **Construction Restoration and Street Overlay.** In order to mitigate damage due to trenching and other work on 170th Ave NE and 170th CT NE, the asphalt street shall be planed, overlaid, and/or patched, per COR SD 202 or 203. If the Pavement Condition Index (PCI) of the existing pavement is below 70 (as determined by the

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City's bi-annual pavement survey), the development shall be required to plane and overlay the entire half street along the project frontage at a minimum as determined by the Traffic Operations and Safety Engineering Division in Public Works. Contact Paul Cho at 425-556-2751.

Code Authority: RMC 12.08; Redmond Standard Specifications & Details

c.   Street Frontage Improvements

i. The frontage along 170th Ave NE must meet current City Standards which include asphalt paving 19 feet from centerline to face of curb with appropriate tapers, type A-1 concrete curb and gutter, 5 feet wide planter strips, 6 feet wide concrete sidewalk, 14 feet of landscaped yard area within the 25 feet Type III landscaped walkway, storm drainage, street lights, street trees, street signs and underground utilities including power and telecommunications. The minimum pavement section for the streets shall consist of:
- 7 inches HMA Class ½" PG 64-22
- 4" of 1-1/4" minus crushed rock base course per WSDOT standard spec 9-03.9(3).
- Subgrade compacted to 95% compacted maximum density as determined by modified Proctor (ASTMD 1557)
- Street crown 2% sloped to drain system

Code Authority: RZC 21.52.030; 21.17.010; RMC 12.12; RZC 21 Appendix 2; Redmond Standard Specifications & Details

a. The frontage along 170th CT NE must meet current City Standards which include asphalt paving minimum 10.2 feet from centerline to edge of concrete sidewalk at-grade with appropriate tapers, 6 feet wide concrete sidewalks, storm drainage, streetlights, street signs and underground utilities including power and telecommunications. The minimum pavement section for the streets shall consist of:
- 7 inches HMA Class ½" PG 64-22
- 4" of 1-1/4" minus crushed rock base course per WSDOT standard spec 9-03.9(3).
- Subgrade compacted to 95% compacted maximum density as determined by modified Proctor (ASTMD 1557)
- 2% sloped cross slope to invert crown

Code Authority: RZC 21.52.030; 21.17.010; RMC 12.12; RZC 21 Appendix 2; Redmond Standard Specifications & Details

iii. A separate 20 or 40-scale channelization plan may be required for any public street being modified or constructed. The plan shall include the existing and proposed signs, striping and street lighting and signal equipment for all streets

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adjacent to the site and within at least 150 feet of the site property line (both sides of the street). The plan shall conform to the requirements in the City of Redmond Standard Specifications and Details Manual. (Code Authority: RZC 21.52.030.F; RZC 21 Appendix 2; Redmond Standard Specifications & Details; RCW 47.24.020)

iv. Sidewalks constructed to City standards are required at the following locations:

- 6 feet sidewalk along 170th Ave NE
- 6 feet sidewalk along 170th CT NE

Code Authority: RZC 21.10.150; RZC 21.17.010; RZC 21.52.050; RMC 12.12

d. Access Improvements

i. The type and location of the proposed site accesses are approved as shown on the Penny Lane II preliminary transportation and grading plan prepared by CORE Design dated 12/23/2019. To prevent vehicles parking overhanging onto the new sidewalk on 170th CT NE, no less than 18 feet long driveway from the individual unit in between the face of the garage door and the new Right-of-way line of 170th CT NE will be permitted. This restriction shall be indicated on the face of the civil plans and other final documents.

Code Authority: RZC 21.52.030.E; RZC 21 Appendix 2

ii. Direct vehicular access to 170th Ave NE will not be permitted. This restriction shall be indicated on the face of the civil plans and other final documents.

Code Authority: RZC 21.52.030.E; RZC 21 Appendix 2

e. Underground Utilities. All existing aerial utilities shall be converted to underground along the street frontages and within the development. All new utilities serving the development shall be placed underground.

Code Authority: RZC 21.17.020; RZC 21 Appendix 2 – A.11

f. Street Lighting. Illumination of the street(s) along the property frontage must be analyzed to determine if it conforms to current City standards. Streetlights may be required to illuminate the property frontage. Luminaire spacing should be designed to meet the specified criteria for the applicable lamp size, luminaire height and roadway width. Contact Hidemi Tsuru, Transportation Operations at (425) 556-2749 with questions. The street lighting shall be designed using the criteria found in the City's Illumination Design Manual which can be accessed at:

http://www.redmond.gov/development/CodesAndRules/StandardizedDetails

Code Authority: RZC 21.52.030.F; RZC 21 Appendix 2

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g. **Temporary Pedestrian Access Plan.** The applicant is required to provide a temporary pedestrian access plan for approval by the City prior to any construction on the project site. This plan needs to show how pedestrian traffic passing by the proposed development will be accommodated during the entire length of the construction phase.

Existing sidewalks or pathways shall be closed only when absolutely necessary during construction. If unavoidable, the pedestrian access plan should provide temporary routes with barricades and cones that parallel existing facilities. These routes must be accessible for persons with disabilities per the current ADA regulations and standards, including the provision of ramps, minimum widths, and smooth surfaces for wheelchair access. When a parallel route is not available, pedestrians must be detoured with advance signing in accordance with the Manual on Uniform Traffic Control Devices. The developer may be required to install temporary crosswalks and street lighting as part of this detour.

In order to keep existing routes open during the construction of new structures adjacent to existing sidewalks, a covered walkway will be required to protect pedestrians from falling debris. Covered walkways should be designed to provide sturdiness, adequate light for nighttime use and safety, and proper sight distance at intersections and crosswalks. Plans and details for the construction of these covered walkways shall be included as part of the civil construction plan set.

Code Authority: MUTCD 2009 (or latest revision) sections 6D.01, 6D.02, & 6D.05

Condition Applies: Civil Construction

2. **Development Engineering – Water and Sewer**
   Reviewer: Zheng Lu, Senior Utility Engineer
   Phone: 425-556-2844
   Email: zlu@redmond.gov

a. **Water Service.** Water service will require a developer extension of the City of Redmond water system as follows:
   - There is an existing 12" ductile iron water main in front of the development frontage along 170th Ave. NE. Fourteen water service lines shall be extended from this water main to serve all 14 new townhomes.
   - One irrigation water service shall be installed. The meter shall be owned by homeowner association.
   Code Authority: RZC 21.74.020.D, RZC 21.17.010
   Condition Applies: Civil Construction

b. **Sewer Service.** Sewer service will require a developer extension of the City of Redmond sewer system as follows:

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- The developer shall replace the existing aged 8" concrete sewer main with an 8" PVC sewer main in frontage of the development from manhole 4F4SMH098 to King County manhole MHR19-52. One additional standard 48" manhole shall be installed before new sewer main connecting to King County manhole at turning point. The minimum slope for new sewer main shall not be less than 0.5%. 14 new side sewers shall be constructed connecting 14 new townhomes to new sewer main.
- The developer shall be responsible to reconnect four existing side sewers to the new sewer main for Redmond Square Property in west side of 170th Avenue.
- The applicant shall get King County Wastewater Treatment Division's approval of the sewer design at the King County manhole connection before City's coordinate Civil Review will be approved.

Code Authority: RZC 21.74.020.D, RZC 21.17.010
Condition Applies: Civil Construction

c. **Easements.** Easements shall be provided for all water and sewer improvements as required in the Design Requirements for Water and Sewer System Extensions. Easements for the water and sewer mains shall be provided for City of Redmond review at the time of construction drawing approval. Offsite easements must be recorded prior to construction drawing approval.

Code Authority: RZC 21.74.020.C, Appendix 3
Condition Applies: Civil Construction, Short Subdivision Document

d. **Permit Applications.** Water meter and side sewer applications shall be submitted for approval to the Development Engineering Utility Division. Permits and meters will not be issued until all improvements are constructed and administrative requirements are approved. Various additional guarantees or requirements may be imposed as determined by the Utilities Division for issuance of meters and permits prior to improvements or administrative requirements being completed. All stub fees shall be paid prior to sale of water and side sewer permits.
Code Authority: RMC 13.08.010
Condition Applies: Prior to Permit Purchase

e. **Potholing.** All existing utilities at the location of the proposed water/sewer mains, storm, soil nail, traffic signal and service line crossings shall be potholed prior to submittal of first Civil Plan Review.
Potholing in the City Right-of Way requires a permit, approved traffic control plans, and a performance bond before commencing work. The developer shall include in the Right-of-Way permit, a list of potholing numbers along with the potholing information for each number, such as utility name, type of facility and the reason for potholing.

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The developer shall do the following during and after potholing:

1.   Follow City of Redmond Detail 203 for pothole restoration.
2.   Protect existing traffic loops.
3.   Survey all potholing locations.

Based on the final survey, a modified design of sewer, water and storm facilities may be necessary to avoid conflict with existing utilities.

All potholing information shall be included in the plans and profiles of water, sewer and storm design in first submittal of CCR review. The developer shall add clearance information on the water/sewer/storm profiles at all crossings of existing and proposed utilities. Minimum clearance in compliance with City standards is required between the sewer/water mains and other utilities including storm sewer. Code Authority: Water and Wastewater System Extensions Design Requirements Section IV. 3. M and Section V. 3. K

3. **Development Engineering – Stormwater/Clearing and Grading**
    Reviewer: Cindy Wellborn, Senior Engineer
    Phone: 425-556-2495
    Email: cwellborn@redmond.gov

    a.   **Water Quantity Control:**
            i.   Project lies within the Downtown Regional Stormwater Facility Basin. Stormwater quantity control will be provided by the City of Redmond upon payment of the Downtown Capital Facility Charge.
            ii.   Provide for overflow routes through the site for the 100-year storm.
                    Code Authority: RZC 21.74.020.D; RMC 15.24.080(9)
                    Condition Applies: Civil Construction

    b.   **Water Quality Control**
            i. Project lies within the Downtown Regional Stormwater Facility Basin. Stormwater quality control will be provided by the City of Redmond upon payment of the Downtown Capital Facility Charge.
                    Code Authority: RZC 21.74.020.D; RMC 15.24.080(8)
                    Condition Applies: Civil Construction

    c.   **Public Stormwater Easements.** Easements will be required for any public stormwater conveyance systems on private property. Easements shall be provided for City of Redmond review at the time of construction drawing approval and finalized for recording prior to issuance of a building permit or issuance of water meter or side sewer permits. The existing and proposed easements shall be shown on the civil plans. Prior to acceptance of the easement(s) by the City, the developer will be required to remove or subordinate any existing private easements or rights that encumber the property to be dedicated.
            i.   No public easements identified on the project.

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Code Authority: RZC 21.74.020.C

d. **Private Stormwater Easements.** Private stormwater easements will be required where drainage systems are located across adjacent properties and will remain under private ownership. Maintenance of private drainage systems will be the responsibility of the property owners benefiting from the easement. Prior to construction drawing approval and final subdivision recording, fully executed and recorded easements shall be provided to the Development Engineering Division.

i.   A private easement over each parcel for the benefit of the homeowner's association for maintenance of stormwater facilities.

Code Authority: RZC 21.74.020.C

Condition Applies: Civil Construction, Short Subdivision Document

e. **Clearing and Grading.**

i. On-site infiltration trench shall infiltrate approximately 14,712 square feet of roof area.

ii. On-site stormwater shall connect to the existing stormwater system located in 170ᵗʰ Avenue NE.

iii. Applicant shall provide confirmation from geotechnical and structural engineer of knowledge of proximity of infiltration to buildings and retaining walls.

iv. Existing stormwater system that is no longer needed shall be removed.

Code Authority: RMC 15.24.080

f. **Temporary Erosion and Sediment Control (TESC).**

i.   Rainy season work permitted October 1ˢᵗ through April 30ᵗʰ with an approved Wet Weather Plan.

Code Authority: RMC 15.24.080

g. **Floodplain Management.** Not applicable to this project.

Code Authority: RZC 21.64.010 and 21.64.040

h. **Landscaping.**

i.   All new landscaped areas within the project site are required to have compost amended soils. See City or Redmond Standard Detail 632 and City of Redmond Specification 9-14 for requirements.

Code Authority: RZC 21.32

i. **Department of Ecology Notice of Intent Construction Stormwater General Permit.** Notice of Intent (NOI) must be submitted to the Department of Ecology (DOE) at least 60 days prior to construction on a site that disturbs an area of one acre or larger. Additional information is available at: www.ecy.wa.gov/pubs/0710044.pdf.

Code Authority: Department of Ecology Rule

Condition Applies: Prior to Commencement of Construction

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j. **Regional Capital Facilities Charge:** A Regional Capital Facilities Charge applies to this project, located in the Downtown Sub-basin. Please see the Development Engineering Fee schedule for current fee information.
City-wide Capital Facilities Charge: A City-wide Capital Facilities Charge applies to this project. Please see the Development Engineering Fee Schedule for current fee information
Code Authority: RMC 13.20.045 (Downtown); RMC 13.20.040 (Citywide)

k. **Critical Landslide Hazard Areas.** Not applicable to this project.
Code Authority: RZC 21.64.060.B
Condition Applies: Civil Construction, Short Subdivision Document

4. Natural Resources
Reviewer: Angie Venturato, Environmental Scientist
Phone: 425-556-2466
Email: aventurato@redmond.gov

a. **Wellhead and Groundwater Protection.** Wellhead and groundwater performance standards shall be met as per RMC 15.24.095, including providing the City with any well monitoring and decommissioning reports
b. **Discovery of Soil Contaminants during Construction.** Report any contaminants to the City during project construction and remediate in accordance Washington State reporting and cleanup processes of the Model Toxics Control Act.
Code Authority: WAC 173-340

5. Fire Department
Reviewer: Scott Turner, Assistant Fire Marshal
Phone: 425-556-2273
Email: sturner@redmond.gov

The current submittal is generally adequate for LAND-2019-00399 Approval, but does not fully represent compliance with all requirements. The following conditions are integral to the approval and shall be complied with in Civil Drawings, Building Permit Submittals, Fire Code Permit submittal, and/or other applicable processes:

a. Site Plan Condition – Required Fire access shall be provided as indicated on the site plan. Signage and striping will be formalized in the civil review process.
b. Fire Protection Plan – Fire access per RFD 2.0, Hydrants per RMC and IFC, Fire sprinkles per RMC 15.06
c. Change or Modification - NA
d. Fire Code Permit – These units are to be built as single-family residential units. Units will be equipped with NFPA 13d sprinkler systems per RMC 15.06
e. Comment
Code Authority: RMC 15.06; RZC Appendix 3, RFD Standards, RFDD&CG

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6. **Planning Department**
   Reviewer: Elise Keim, Planner
   Phone: 425-556-2480
   Email: ekeim@redmond.gov

   a. **Street Trees.** The following street trees are required to be installed in accordance with RZC 21.32.090. The minimum size at installation is 2 ½ inch caliper.

Street	Species	Spacing
170th Ave NE	Zelkova Serrata 'Musashino' (Sawleaf Zelkova)	As shown on preliminary landscape plan

   Code Authority: RZC 21.32.090
   Condition Applies: Civil Construction

   b. **Final Critical Areas Report.** A final Critical Areas Report must be submitted with the civil construction drawings or building permits if civil construction drawings are not required. If report is greater than two years old at time of CCRs, an updated report shall be submitted. All required enhancement and mitigation must be shown on the civil construction drawings. This includes any required planting, signage, fencing, wetland or stream enhancement, etc. that is required in the report.

   Code Authority: RZC Appendix 1, Section G.2
   Condition Applies: Civil Review

   c. **Setbacks.** Setback classifications (e.g. front, side, side street, rear) shall be noted on each lot corresponding to the appropriate location for each setback. The setback dimensions shall not be included.

   Code Authority: RZC 21.08.170.H
   Condition Applies: Building Permits and Final Plat documents

   d. **Planting Standards.** Landscaping shall be coordinated with water/sewer lines and fire hydrants/connections. Trees shall be planted a minimum of 8 feet from the centerline of any water/sewer lines, unless otherwise approved and provisions provided. Shrubs shall be planted to maintain at least 4 feet of clearance from the center of all fire hydrants/connections.

   Code Authority: RZC 21.32.080

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Condition Applies: Civil Construction

e. **Impact Fees.** For the Purpose of Impacts, the use(s) assigned for this project have been determined as the following: 14 units classified as single-family residences. The following total units of single-family residence use may be credited for three (3) demolished structures at time of impact fee calculation of associated project permits. If the proposed development is eligible for any additional credits including right-of-way dedication and system improvements, these additional credits will be assessed and provided after construction, dedication or implementation is completed and accepted by the City.

Code Authority: RMC 3.10
Condition Applies: Building Permit

f. **Bonds.** Bonds for Landscaping, Tree Preservation, Tree Replacement and Mitigation shall be provided no less than five days prior to request for Mylar signatures. Drafts of the Bond Agreements, Bond quantity Worksheets and Bond Calculation Worksheets shall be submitted at time of Civil Construction Application. If not provided at the time of CCR submittal, the entire submittal will be rejected for intake.

Code Authority: RZC 21.76.090.F
Condition Applies: Civil Construction

g. **Affordable Housing.** Penny Lane II shall demonstrate conformance with the Affordable Housing Regulations in RZC 21.20.050 by providing one (1) affordable unit. An agreement in a form approved by the City must be recorded with the King County Recorder's Office to stipulate conditions under which the required affordable housing unit will remain as affordable housing for the life of the development. This agreement shall be a covenant running with the land, binding on the assigns, heirs, and successors of the applicant. Prior to the issuance of any building permit, the owner shall sign any necessary agreements with the City to implement these requirements. Applicant shall initiate contract by contacting Sarah Stiteler on Human Services and Long Range Planning staff at 425-556-2469 or at sstiteler@redmond.gov.

Code Authority: RZC 21.20.050
Condition Applies: Building Permit

h. **Archeological and Historical Preservation:** If archaeological resources or archaeological indicators are unearthed or exposed in the course of a project the applicant and its contractors shall stop work immediately. The applicant and its contractors shall implement the procedures of the Inadvertent Discovery Plan.

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Code Authority: RZC 21.30.070.D
Condition Applies: Civil Construction & Building Permit

i.   **Design Review:** The Design Review materials shown in Attachment C were recommended for approval at the 2/20/2020 Design Review Board meeting. Where inconsistencies between the floor plans and elevations are found after the Design Review Board has recommended approval of this project, the elevations recommended for approval by the Design Review Board at their meetings will prevail.

Code Authority: RZC 21.76.060.G
Condition Applies: Building Permit

j.   **Administrative Design Flexibility:** The Administrative Design Flexibility regarding building modulation dimensions is granted. The building shall be modulated as shown on the Design Review Materials (Attachment C, DRB Materials) The Administrative Design Flexibility for the additional required landscaping in Downtown is granted waiving the planting of 52 additional trees. A fee-in-lieu for the trees that are not planted will be required to be paid to the City's tree fund for the planting of new trees in City-owned parks, open spaces, or rights-of-way prior to mylars being submitted.

Code Authority: RZC 21.76.060.G; RZC 21.76.070.C.3; and RZC 21.58.020.E
Condition Applies: Civil Construction & Building Permit

k.   **Easements:** Access easement, joint use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and responsibilities of property owners and/or the homeowners association shall be executed for use and maintenance of vehicle access areas, underground utilities, exterior building facades and roofs and other similar features, shall be recorded with the King County Department of Records and Elections. Code Authority RZC 21.74.030.H.7

l.   **Unit Lot Subdivision Notes:** Notes shall be placed on the face of the plat as recorded with the King County Department of Records and Elections to acknowledge the following:
     a.   Approval of the design of the units on each of the lots was granted by the review of the development as a whole, on the parent lot by RZC 21.76.070.Y Site Plan Entitlement LAND-2019-00399
     b.   Development, redevelopment, or rehabilitation of structures on each unit lot is subject to review and approval of plans that are consistent with the design of the surrounding structures on the parent lot as approved by the City through LAND-2019-00399

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Redmond Hearing Examiner
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Code Authority: RZC 21.74.030.H.10
Condition Applies: Final Plat

m. **Construction Parking Requirements and Contact Information**. A sign shall be posted on-site visible to the public throughout the duration of all construction activity per the Construction Contact Sign Handout. Construction activities consist of all site work including, but not limited to grading, landscaping, infrastructure and building permit related construction. Applicant and contractor shall work with city planner prior to mylar signing to determine location(s) of sign(s). Contact information shall remain up-to-date and visible at all times. The assigned city planner shall be notified within two business days when contact person has been changed and a picture of the updated sign shall be e-mailed. Construction Parking requirements for the project shall be denoted on the bottom portion of the sign per handout instructions.

B. **Compliance with City of Redmond Codes and Standards**

This approval is subject to all applicable City of Redmond codes and standards, including the following:

Transportation and Engineering

RMC 6.36:	Noise Standards
RZC 21.52:	Transportation Standards
RZC 21.40.010.E:	Design Requirements for Parking Facilities
RZC 21.54:	Utility Standards
RMC 12.08:	Street Repairs, Improvements & Alterations
RMC 12.12:	Required Improvements for Buildings and Development
RMC 12.16:	Highway Access Management
RZC 21.76.100.F.9.c:	Nonconforming Landscaping and Pedestrian System Area
RZC 21.76.020.G:	Site Construction Drawing Review
RZC 21.76.020.H.6:	Preconstruction Conference
RZC 21.76.020.H.7:	Performance Assurance
RZC Appendix 3:	Construction Specification and Design Standards for Streets and Access
City of Redmond:	Record Drawing Requirements, July 2015
City of Redmond:	Standard Specifications and Details (current edition)

Water and Sewer

RMC 13.04:	Sewage and Drainage
RMC 13.08:	Installing and Connecting Water Service
RMC 13.10:	Cross-Connection and Backflow Prevention
RZC 21.17.010:	Adequate Public Facilities and Services Required

Findings, Conclusions, and Decision
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RZC Appendix 4:	Design Requirements for Water and Wastewater System Extensions
City of Redmond:	Standard Specifications and Details (current edition)
City of Redmond:	Design Requirements: Water and Wastewater System Extensions - January 2012.

Stormwater/Clearing and Grading

RMC 15.24:	Clearing, Grading, and Storm Water Management
RZC21.64.060.C:	Planting Standards
RZC 21.64.010:	Critical Areas
RZC 21.64.040:	Frequently Flooded Areas
RZC 21.64.050:	Critical Aquifer Recharge Areas
RZC 21.64.060:	Geologically Hazardous Areas
City of Redmond:	Standard Specifications and Details (current edition)
City of Redmond:	Stormwater Technical Notebook, Issue No. 8, April 1st, 2019
Department of Ecology:	Stormwater Management Manual for Western Washington (amended December 2014)

Fire

RMC 15.06:	Fire Code
RZC Appendix 3:	Construction Specification and Design Standards for Streets and Access
City of Redmond:	Fire Department Design and Construction Guide 5/6/97
City of Redmond:	Fire Department Standards

Planning

RZC 21.10:	Downtown
RZC 21.58-21.62	Design Standards
RMC 3.10	Impact Fees
RZC 21.32, 21.72:	Landscaping and Tree Protection
RZC 21.34:	Exterior Lighting Standards
RMC 6.36:	Noise Standards
RZC 21.40:	Parking Standards
RCZ 21.64:	Critical Areas
RZC Appendix 1:	Critical Areas Reporting Requirements

Building

Applicable codes will be determined by individual building permit vesting date.

Findings, Conclusions, and Decision
Redmond Hearing Examiner
Penny Lane II, Nos. LAND-2019-00399 and -00400   *page 23 of 24*

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DECIDED June 18, 2020.

By:

_____

Sharon A. Rice
City of Redmond Hearing Examiner

Note: Type III decisions of the Hearing Examiner may be appealed to the King County Superior Court as provided in RZC 21.76.060.J.

Findings, Conclusions, and Decision
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1   **BEFORE THE HEARING EXAMINER**

2   **FOR THE CITY OF REDMOND**

3

4   In the Matter of the Application of   )   NO. LAND-2019-00399
)   LAND-2019-00400

5   )

6   )   UNIT-LOT SUBDIVISION AND
    Penny Lane II   )   SITE PLAN ENTITLEMENT

7   **)**

8

9   CERTIFICATE OF SERVICE

10   <u>CERTIFICATE OF SERVICE</u>

11

12   I HEREBY CERTIFY that on this 19th day of June, 2020, a true and correct copy of the Findings,

13   Conclusions and Decision in the Matter of the Application of **PENNY LANE II LAND-2019-00399**

14   **LAND-2019-00400** for approval of a Unit-Lot Subdivision and Site Plan Entitlement was sent via email

15   to the Staff Planner and via United States Postal Service first class mail to the Parties of Record with

16   adequate postage prepaid.

17

18

19   June 19, 2020

20   _____

21   Date

22

23

24   *Cheryl Xanthos*

25   _____

26

27   Cheryl Xanthos
    City Clerk

28   City of Redmond, Washington

29

30

Certificate of Service   City of Redmond
City of Redmond Hearing Examiner   Office of the Hearing Examiner
PENNY LANE II UNIT-LOT SUBDIVISION AND   P.O. Box 97010
SITE PLAN ENTITLEMENT   Redmond, WA 98073-9710
LAND-2019-00399 LAND-2019-00400
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City of Redmond

Memorandum

Date: 4/13/2021
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-148
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Beverly Mesa-Zendt	Deputy Director
Planning and Community Development	Jeff Churchill	Long Range Planning Manager

TITLE:

Redmond 2050: Student Presentation on Mental Health Resources for Teens

OVERVIEW STATEMENT:
Redmond High School students will present on the topic of mental health resources for teens. This presentation is an extension of an English 9 Honors class assignment on rhetoric and the art of persuasion. As part of this assignment, RHS students and staff have partnered with the Redmond 2050 Community Advisory Committee (CAC) and City staff to plan for Redmond's future as part of the Comprehensive Plan update community involvement process. The topic is one of three that was presented to the Redmond 2050 Community Advisory Committee (CAC) in March. All the topics are included in Attachment A.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**   ☐ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Redmond 2050 Phase 1 Community Involvement Plan
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**
  N/A

OUTCOMES:

The students' Need and Solution statements (Attachment A), together with the student presentations, provide valuable input to the Redmond 2050 CAC and City staff in understanding the values and priorities of Redmond youth.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  Students began work on this project in January and presented to the Redmond 2050 CAC in March.
- **Outreach Methods and Results:**
  The principal outreach method was direct outreach to RHS students and staff based on introductions made by the Redmond 2050 CAC chair.
- **Feedback Summary:**
  Students identified a range of needs and potential solutions on topics such as: affordable housing, animal waste, indoor athletic spaces, supporting those experiencing homelessness, rainwater harvesting, flood control, access to retail, access to transit, animal shelters, light pollution, and more. See Attachment A for a complete list.

BUDGET IMPACT:

Total Cost:
$4,535,222 is the total appropriation to the Community and Economic Development offer and is where most staff expenses related to Redmond 2050 are budgeted. A portion of this budget offer is for consultant contracts that the Council authorized with IBI Group for visioning ($190,000) and BERK for State Environmental Policy Act analysis ($290,000).

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
000250 Community and Economic Development

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☐ **Yes**   ☒ **No**   ☐ **N/A**
If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

<u>**COUNCIL REVIEW**</u>:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Receive Information

Time Constraints:
The student presentation should be shared before the end of the school year.

<u>**ANTICIPATED RESULT IF NOT APPROVED**</u>:
Staff is not requesting action at this time.

<u>**ATTACHMENTS**</u>:
Attachment A: Redmond's Future - Need and Solution Statements
Attachment B: Presentation Slides

Redmond's Future: Need and Solution Statements from Redmond High School Honors English 9 Students

March 2021

Need Statement	Solution Statement
Redmond's citizens need housing prices that they can afford.	Redmond should offer an incentive program to private developers to build affordable housing units. Since private developers can earn more money building expensive housing, an incentive program would cause developers to choose to build affordable housing.
Redmond needs to better manage its dog poop.	Redmond should compost dog waste.
There are no indoor facilities for athletes to practice at.	Redmond should create and indoor sports facility.
Redmond could do more as a community to support the homeless population.	Redmond should put together packages or baskets of necessary resources to help support the homeless population.
The city of Redmond needs to install and encourage rainwater harvesting infrastructure to make Redmond a greener, more environmentally friendly city.	Redmond should highly encourage builders to install rainwater harvesting systems in new living spaces and advertise simple rainwater harvesting systems to the public.
If someone were to ask about the biggest struggles of a teenager, mental health would easily make the top three. And if we step back and just ask what the worst thing in a teen's day is, especially in this time of COVID many would say feeling alone. Redmond needs an easily accessible mental health resource for teens that helps them connect and build both confidence and life skills.	Decline in mental health has become a very big issue in our community, and we think the best solution is our podcast, Redmond Teens Talk.
The City of Redmond needs a tutoring system for all students	Redmond will have more tutors and resources for middle schoolers in the high school math program.
The city of Redmond needs more homeless shelters with better conditions.	To work with neighboring cities and create more homeless shelters near the city of Redmond.
The community of Redmond needs to support small businesses and people in need, especially during these unique times. This city has had a large variety of businesses, from massive corporations to local chains to tiny treasures, since its founding in 1871. Small businesses make personal connections with community	The Community Relief Triangle's solution is to have the citizens of Redmond participate in acts of kindness, by supporting small businesses and the homeless during the COVID-19 pandemic. It is not only small businesses who are suffering during this pandemic, but homeless people and others in poverty as well. The homeless population is known to be a problem, especially in the Seattle Metropolitan Area. According to the "Housing

members, being a friend in their industry. In an interview with a small business owner, Jordan Swain said "The gratitude you get from people is worth it. Being a small business helps start relationships with people," Jordan Swain is a middle school art teacher who has been working as an owner for several small businesses for over ten years. Why should we support small businesses? Shopping at small businesses gives back to your community since the sales tax goes towards your city. Small businesses also have the largest impact on the economy. The US Small Business Association released a study in 2019 that showed small businesses "amount for 44 percent of U.S economic activity" (SBA). When the economy is thriving, more jobs are available. With more jobs available, some of our less fortunate and struggling community members can be lifted out of poverty with new opportunities, granting them a new chance. This illustrates the full effect of the Community Relief Triangle.

and Homelessness 2021-2022 Proposed Budget" PDF, as of January 2020, 11,751 people were found homeless throughout King County. Data also shows that more than 30,000 people in King County experience homelessness throughout a year [research by Point in Time {PIT}]. Due to the remote setting of COVID-19, it is likely that many more have lost their homes and are in poverty due to many places of work closing around the start of this pandemic. This is why we aim to help both small businesses and the homeless, two groups of people that are in need due to being immense stress as well as struggle during these hard times. Essentially, we would like the creation of a non-profit organization where members of the community take turns in purchasing meals, clothing, and other resources from small businesses and distribute them to the less fortunate. A Facebook Page will have an outlined schedule where families or members of the community can volunteer to distribute these items, which would occur at public spaces such as places of worship and community centers. We can strengthen our sense of community even more by helping those around us who may need it, coming together as one whole full of diverse and complex individuals, coming together to learn more about each other, coming together as the city of Redmond.

The City of Redmond lacks proper flooding control.	The City of Redmond should have more vegetation throughout the city and establish levees by the two main rivers, the Sammamish and Bear Creek.
Redmond is lacking a proper usage of the rain we get and is lacking an effective way to use it – it's wasted potential if we do not collect and reuse it to benefit the community.	The city can create water collection cans like those we use for recycling, and use a similar system of collection to get, purify, and transport the water to public facilities in Redmond
The City of Redmond needs more mental health reinforcement and support.	The City of Redmond should allow more mental health training in schools.
The city of Redmond lacks retail stores in Education Hill.	The city of Redmond should use the large number of residential areas being constructed to create "retail neighborhoods".
Today, public transport exists in the city of Redmond, however, it only surrounds the downtown area and does not extend into surrounding neighborhoods and community/work facilities.	Our solution to Redmond's need of superior public transport is to build new transit lines, which include new, larger bus routes, a light rail system, and an extension of the currently-in-progress monorail system.
The city of Redmond is in need of better power and output maintenance which can be solved with a combination of both	Our proposed solution to Redmond's power issue is implementing underground power lines throughout Redmond. Underground power lines, although more

Redmond's Future: Need and Solution Statements from Redmond High School Honors English 9 Students

underground power lines and an overall increase of power maintenance in general.	expensive, are more resistant to damage from storms and heavy winds. Adding underground powerlines also reduces the amount of damage done to the environment in areas where they are added. According to the Renewables Grid Initiative article titled "Environmental Aspects of Underground Cabling": "The major environmental impacts of overhead lines occur when they are already in operation" ("Environmental Aspects of Underground Cabling" P1). The article then continues to state, "The most harmful part of underground cables, in contrast, is their installation" ("Environmental Aspects of Underground Cabling" P1). Underground powerlines would be an investment that would initially be more expensive but would pay off with its lesser environmental impacts and reduced repair and maintenance.
The city of Redmond lacks a community-led animal shelter.	The city of Redmond lacks a community ran animal shelter. One of the problems this could fix is helping animals in need. according to an article titled "What Are Stray Animals?" Emmanuella Oluwafemi writes, "Stray animals, on the other hand, do not have any human caring for them nor housing them. They live and feed on the streets and may be adopted by a lucky human." (Oluwafemi, comparison section) Having an animal shelter would be helpful with finding more strays more homes. Another problem this could fix would be allowing more ways the community can support Redmond, like helping run the animal shelter or contributing to donations showing their support. Also adding an animal shelter to Redmond would allow some more variety to surface just overall making Redmond a better place. Normally in modern community's it can be hard to meet new people, so adding more ways for the community to come together will allow for more interaction, in an article titled "the health benefits of socializing" Angela K. Troyer writes, "Research has shown that one sure way of improving your mood is to work on building social connections." (Troyer, benefit section) Our solution also helps with the environment; an animal shelter shelters animals but in order to prevent the need of sheltering them so much the community could help improve the environment using the animal shelter as a catalyst. Another problem it helps with is physical health, in an article titled "the health benefits of socializing" Angela K. Troyer writes, "Social engagement is associated with a stronger immune system, especially for older adults. This means that you are better able to fight off colds,

	the flu, and even some types of cancer." (Troyer, benefit section), so having more chances for volunteer work would prove to be very helpful to the community. Also, animals have a soft spot for people with mental illnesses and would help them. In a 2020 article titled "The Power of Pets." National Institutes of Health. U.S. Department of Health and Human details how animals have been proven to improve mental health: "Interacting with animals has been shown to decrease levels of cortisol (a stress-related hormone) and lower blood pressure. Other studies have found that animals can reduce loneliness, increase feelings of social support, and boost your mood," (NIH Power of Pets, 1). In conclusion Redmond needs to have a community ran animal shelter to solve today's possible problems.
The city of Redmond is suffering as a result of excessive amounts of litter.	A solution to lessen the litter in the city of Redmond is to design new and more efficient trash cans and set them up around Redmond so people can dispose of their garbage in an orderly and efficient fashion.
Today, the City of Redmond does not have enough job opportunities for the homeless community.	To solve this problem, the City of Redmond needs to create more job opportunities, requiring minimal education, and more centers for employment to benefit the homeless population.
One challenge the city of Redmond currently experiences is loneliness among elderly people, as between "33 and 43 percent of senior citizens claim to be lonely" ("Loneliness in Adults"); the city of Redmond needs more accessible options for elderly people to be more social, more often.	The proposed solution to combat the issues caused by isolation in Redmond's' Elderly population is an easily accessible community center.
Redmond lacks a system that protects against deforestation and promotes the growth of native plant life.	We propose that Redmond enforce new government regulations on companies and people that would like to cut down or harm our forests.
The city of Redmond lacks enough public rental bikes.	The City of Redmond should install a public rental bike system.
Redmond lacks a system that protects against deforestation and promotes the growth of native plant life.	Redmond lacks a system that protects against deforestation and promotes the growth of native plant life.
The city of Redmond lacks ecofriendly transportation.	The city of Redmond should implement and encourage biking.
The city of Redmond needs to focus on combating light pollution.	Our solution is to make low-power LED lights as the default choice of lighting for parks and all government buildings in Redmond and have timers for all the public lighting.

redmond
W A S H I N G T O N

Redmond's Future: Need and Solution Statements from Redmond High School Honors English 9 Students

The city of Redmond needs more renewable energy sources for buildings.	By 2050, Redmond should enforce and utilize hydropower technology for renewable energy in buildings.
The city of Redmond currently experiences a lack of electric car charging stations.	Redmond needs to build more electric car charging stations.
Redmond needs a better drainage system	Redmond should continue to build more sewage drains or repair the ones that are currently in need of repairing.
Redmond currently lacks a convenient way to recycle hard-to-recycle items such as electronics and Styrofoam.	Redmond needs to reopen the Recycling Event with Staples and Ridwell as sponsors, and an additional option for people to donate.
The city of Redmond needs to change its forms of intersections in certain areas.	Redmond should incorporate more roundabouts into intersections.
The City of Redmond needs to expand its trails for the benefit of its inhabitants.	The City of Redmond needs to expand its trail system to combat a rise in population, unhealthy lifestyles, and environmental concerns.
Buildings and facilities in Redmond release toxic by-products into our environment due to a lack of reliance on sustainable energy.	The city of Redmond needs to supply renewable energy sources to all its buildings and facilities.
Individuals struggling with food insecurity need several reliable means of accessing a convenient food source.	In order to help curb the issue of hunger in Redmond, we propose the opening of a food bank that is easily accessible to lower income and homeless individuals living directly in the city and that is open during the weekends.
One challenge the city of Redmond faces is the inability of local businesses to retain customers.	The city of Redmond should have an app that encourages and incentivizes people to support small businesses.
Redmond needs affordable housing in high opportunity neighborhoods because the placement of affordable housing currently is not in areas that specifically offer a fair opportunity for advancement to their residents.	Creating a city law that requires that 20% of high opportunity neighborhoods must be dedicated to people that fall under a lower-income bracket.
The City of Redmond lacks adequate options for recycling.	In order to provide adequate and convenient recycling options, the City of Redmond should place additional recycling bins in public areas.
Redmond is needing a sustainable ecosystem. Currently, Redmond lacks the green environment that cities should strive for, but the City of Redmond already has a history of plans to make the city more sustainable.	Redmond needs to start integrating to more renewable sources of energy. This will slow down climate change and protect our animals from being exposed to the toxic pollutants created by fossil fuels.
Redmond lacks proper mental health resources and accessible support systems for teens.	Our proposal is to create an app that will help connect Redmond teens (ages 12-17) using peer support and validation, while also allowing self-reflection. The 5 main components of our app, Serendipity, would be anonymous chats to discuss personal mental health

Redmond
W A S H I N G T O N

	struggles, positive notifications/reminders throughout the day, a self-reflection bullet journal tab, a celebrations tab for sharing accomplishments, music, memes, etc., and a place to learn and educate yourself on various types of mental health struggles.
Redmond lacks an easily accessible indoor sports and exercise center for kids and adults in the community.	Redmond should gain a sports center that is available to all people in the community. We propose to build a sports center in Redmond that is available to people to practice sports and exercise.
As a group, we decided that we want to help those who were forced to leave their homes. We came up with the idea of creating a community center - a place where people who don't have anywhere to go, can stay day and night.	Redmond should create a center for the homeless designed to care for them and help them get back onto their feet.
Redmond lacks a sustainable ecosystem.	Redmond needs to start integrating to more renewable sources of energy.
Redmond clearly lacks communication with teens in community events.	To solve this problem, we should create a Redmond Teen Council, where teen representatives spread their ideas to the societal groups that budget and plan events/ideas for Redmond.
Redmond needs to make more significant efforts to promote businesses that use sustainable and environmentally friendly products.	In order to achieve the goal of a greener Redmond, the city should implement a dual-user app that gives cash-back for customers that shop at environmentally sustainable shops and funds to businesses that meet criteria for environmental sustainability.
Redmond's suburbs are rapidly developing, much to the detriment of its green spaces and parks. Redmond's suburbs have rapidly expanded over the last couple of years. Anyone who has lived here for even just a couple of years can tell. Redmond is also known for its parks and recreation. As said in the PARCC plan for Redmond that was written by David Shaw in 2017, "The [Parks and Recreation] system includes 47 parks comprising 1,351 acres of land in a variety of neighborhood, community and resource parks. These parks include trails and are connected by local, connector and regional trails, totaling 59 miles" (Shaw 1). Redmond has a huge parks and recreation system. So why do they insist on decreasing its area for future residents?	The proposed solution is that we need to limit building new buildings in the Redmond area. This would mean limiting the building of homes, offices, shops, ect... and in doing so we will be saving the wild life around Redmond. But if there are any pre-existing buildings the construction company wants to demolish to replace with a newer building, they must request permission and up hold a vote. This will only be required if the structure of the building. And as per the wild life protective zones, they will not be used and any not in use buildings will be demolished and made into wildlife protective zones, owned and operated by the community of Redmond.
The city of Redmond currently needs to reduce the amount of plastic waste produced each year.	The city of Redmond should spread awareness and utilize resources the city already has.

Redmond
WASHINGTON

Redmond's Future: Need and Solution Statements from Redmond High School Honors English 9 Students

The need is to provide youth with more access to volunteer opportunities without the restriction of age, parental supervision, and location.	The solution to this problem is more city-run volunteer opportunities and positions that are local and accessible to pre-teens.
The city of Redmond lacks a public performance hall, forcing those who want to perform to rely on schools.	To fix Redmond's problem of not having a public performance hall, the city can build a hall dedicated to performances.
The city of Redmond lacks cultural events/gatherings that display diverse cultures.	The solution to this problem is to host an annual cultural event, where the citizens of Redmond come together to share food and performances from their culture with everyone.
The city of Redmond currently lacks a community garden near residential areas.	The city of Redmond should implement a community garden near residential areas.
The city of Redmond currently lacks safe, legal, and public places for artful expression.	The solution to the issue that Redmond currently lacks safe, legal, and public areas of expression would be the addition of a second graffiti wall.
The city of Redmond has some electrical car charging stations, but it lacks enough charging stations in popular (frequently used) parking lots.	The city of Redmond should implement more sustainable electric charging stations in frequently used locations.
The city of Redmond currently experiences frequent power outages.	The city of Redmond needs to convert to underground power lines.
The city of Redmond lacks easily accessible donation bins and centers.	To prevent the further decline of environmental, physical, and mental constraints and situation, we propose the creation, production, and distribution of mended donations to stations across the Redmond area.
The city of Redmond currently lacks a sufficient amount of public transportation options.	We need to light rails with multiple stops throughout Redmond.
The city of Redmond lacks a sufficient amount of rain gardens to effectively filter pollution from rainwater.	Redmond should increase the number of community rain gardens in public areas as well as encourage homeowners to build rain gardens on their property by providing the necessary materials
The city of Redmond lacks opportunities for small businesses to start up and has very few resources for small businesses to maintain their operations successfully in Redmond.	The city of Redmond should lower income and property tax for retail workers and commercially districted property.
Redmond needs to find a way to cut back on the pollution that is caused by gas powered buses.	To solve this problem, we propose the conversion of our current gas-powered public buses to electric public buses.
City buildings and facilities in Redmond release toxic by-products into our environment due to a lack of reliance on sustainable energy.	As a part of the 2030 Comprehensive Plan, the city of Redmond should provide solar energy sources to all buildings and facilities.

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serendipity

an unplanned, fortunate discovery

Neeha Darbha, Nanda Junu, America Galicia, Veronica Martinez, and Luly Rejtman

English 9 Honors - Redmond High School
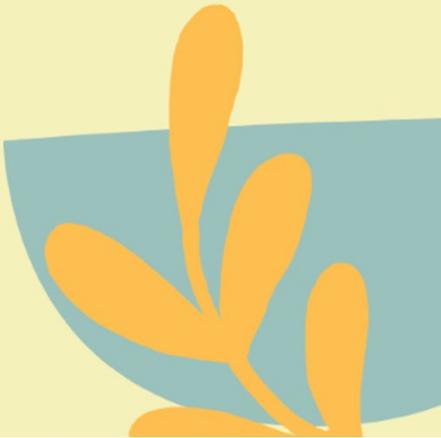
Background

Past Documents Released to the Public:

- Human Services Commission Meeting 3/9/2020
- Resources for families & individuals impacted with COVID
- List of resources for support
- Old Fire House Teen Center Events

Just words. No active support platforms.

Importance of Mental Health

We want to see, not only ourselves thrive, but the entire teenage population of Redmond thrive as well.

" Because of COVID, many more teens have been needing mental health support and a lot of the counseling departments, psychologists, and mental health resources are quite full, making it difficult for teens to get the mental health help they need.
- Youth Mental Health Counselor, Riley Schaefer

Need Statement

Redmond lacks the proper mental health resources and accessible support systems for teens.

Consequences

Isolation in toxic households

No accessibility to mental health resources or support systems

Lack of peer support

Higher rates of depression, anxiety, and suicide

According to a survey done by Newport Academy (WA):

62%

Percentage of youth suffering with severe depression that doesn't get help

38%

Percentage of youth suffering from severe depression that do get help

56%

According to PBS, between 2000 and 2017 there was a 56% increase in suicides of people ages 10-24.
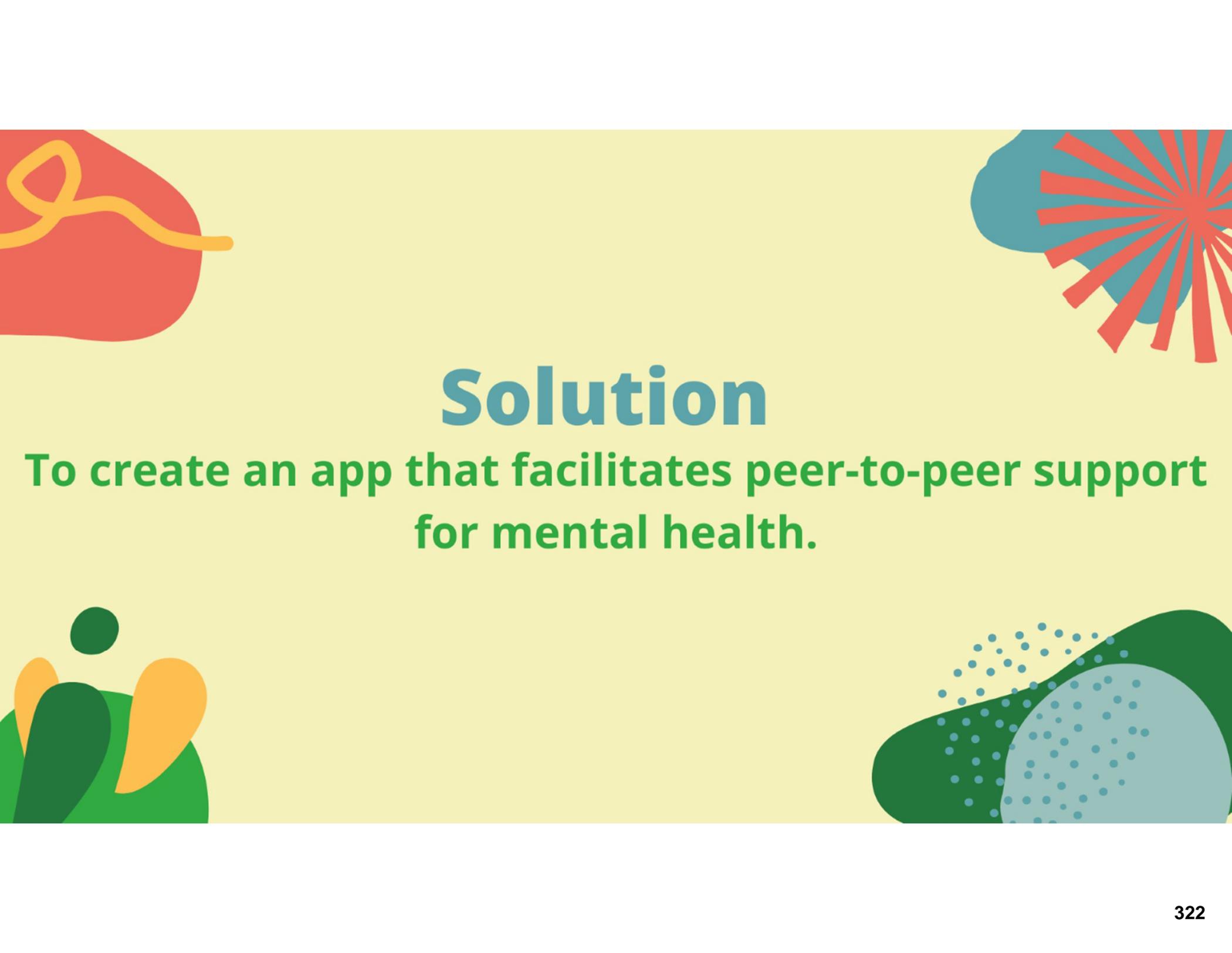
Solution

To create an app that facilitates peer-to-peer support for mental health.

Explanation of *serendipity*

Anonymous Chats

Self Reflection

Motivational Reminders

Celebrations

Passions/Interests

More Information

Feedback

Impacted People

- Our team

- Redmond community

- Chat moderators

- Schools and teachers/staff

- Parents of teens using app

- Students and teens using app

- Redmond 2050 committee

- Youth Eastside Services/others

How it Solves the Issue

1 Gives people an outlet

Not everyone has a way to express their feelings everyday. This app is an easy way to communicate with others.

2 Creates a sense of community

Not only do you get to talk to others, you also get to talk to people who have a better understanding of what you're dealing with.

3 Give motivation to users

The features on the app that are made to self reflect is made to encourage users to create goals and achieve them.

Possible Concerns

Rebuttals

- Is it safe to put a bunch of people feeling the same way in an open chat space?

- The precautions we take are putting mentors into these chats to help guide healthy conversation

- Aren't school counselors supposed to help with teens mental health issues?

- Yes they are, but not everyone is comfortable with directly speaking to an adult, also there are lots of scheduling and sizing issues

- How will parents react to this app?

- Many students/teens can come from toxic household, but this app is a free open space to connect with others, credibility

Conclusion

Our community needs to bring more mental health resources for Redmond teens...

Serendipity is the perfect solution!

Questions?

Memorandum

Date: 4/13/2021	**File No.** CM 21-143
Meeting of: Committee of the Whole - Planning and Public Works	**Type:** Committee Memo

TO: Committee of the Whole - Planning and Public Works
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Beverly Mesa-Zendt	Deputy Director
Planning and Community Development	Don Cairns, PE	Transportation Planning and Engineering Manager

TITLE:

East Link Transit Restructure

OVERVIEW STATEMENT:

Staff will brief Council on Sound Transit/Metro's co-led process to reorganize bus transit leading up to the opening of Link Light Rail in 2023. The goal of the process is to set up light rail for success by engaging communities in decisions about mobility options, service improvements, and connections to high capacity transit.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**   ☐ **Provide Direction**   ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Redmond Comprehensive Plan
  Transportation Master Plan (including Transit System Plan)
  Community Strategic Plan
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**
  Sound Transit 2 added regional express bus and commuter rail service including Link light rail service to Overlake Village and Redmond Technology Station (scheduled to open in 2023).

Sound Transit 3 further expanded the regional public transit system including Link light rail service to SE Redmond/Marymoor Village and Downtown Redmond (scheduled to open in 2024).

OUTCOMES:

Light rail will be the backbone of Redmond's transit network when it opens in 2023 to Overlake and 2024 to Southeast Redmond and Downtown Redmond. It will provide a frequent and reliable mobility choice that connects Redmond to the region. The success of light rail service fundamentally depends on the Metro/ST's restructure of bus service to connect the City's neighborhoods, employment centers, community hubs, transportation facilities, and local destinations to light rail stations.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  High-level milestones in the Metro/ST co-led process include:
    o Spring 2021 - Needs assessment
    o Summer-Fall 2021 - Service concepts
    o Winter 2021-2022 - Service proposal
    o Summer 2022 - Transmittal to KC Council/ST Board
    o June 2023 - Scheduled station openings
- **Outreach Methods and Results:**
  Metro/ST methods include:
    o Mobility Board (riders/transit users)
    o Partner Review Board (community-based organizations)
    o Community surveys
    o Stakeholder interviews
  The City will raise community awareness of the process, promote feedback opportunities (surveys, etc.), and help involve Redmond stakeholders.
- **Feedback Summary:**
  Metro/ST will provide summaries of public input after each phase. The City will share this information via City communications tools.

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: ☐ **Yes**   ☐ **No**   ☒ **N/A**

Budget Offer Number:
N/A

Budget Priority:
N/A

Other budget impacts or additional costs: ☐ **Yes**   ☐ **No**   ☒ **N/A**
If yes, explain:

N/A
Funding source(s):
N/A

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/20/2021	Business Meeting	Receive Information

Time Constraints:
City will coordinate with Metro/ST schedule and milestones.

ANTICIPATED RESULT IF NOT APPROVED:
An effective reorganization of transit service supports both the City's significant investment in Link light rail and the City's ability to achieve its transportation vision.

ATTACHMENTS:
Attachment A - Presentation

East Link Transit Restructure

April 20, 2021

Tam Kutzmark, Senior Planner

Purpose

- Provide background information
- Describe process and schedule
- No action required

Project Overview

- Process to improve transit connections throughout Eastside prior to light rail opening in 2023

- Co-led and coordinated by Sound Transit and Metro

- Massive scale (service to 12 new stations and 17 cities)

- Supports Redmond's TMP

  - Prepare for light rail

  - Improve travel choices and mobility

Set Link light rail up for success

Metro/ST
Goals

Improve connections to Link

Minimize duplication of services

Implement future networks (Metro/ST service plans)

Educate and engage with community

Improve mobility for priority populations

Link Connections

East Link

Leveraging East Link
in Redmond

Four light rail stations
Two ped-bike bridges
Trail expansions & improvements
Parking garage
Vehicle access ramps
Roadway improvements
Multi-modal access
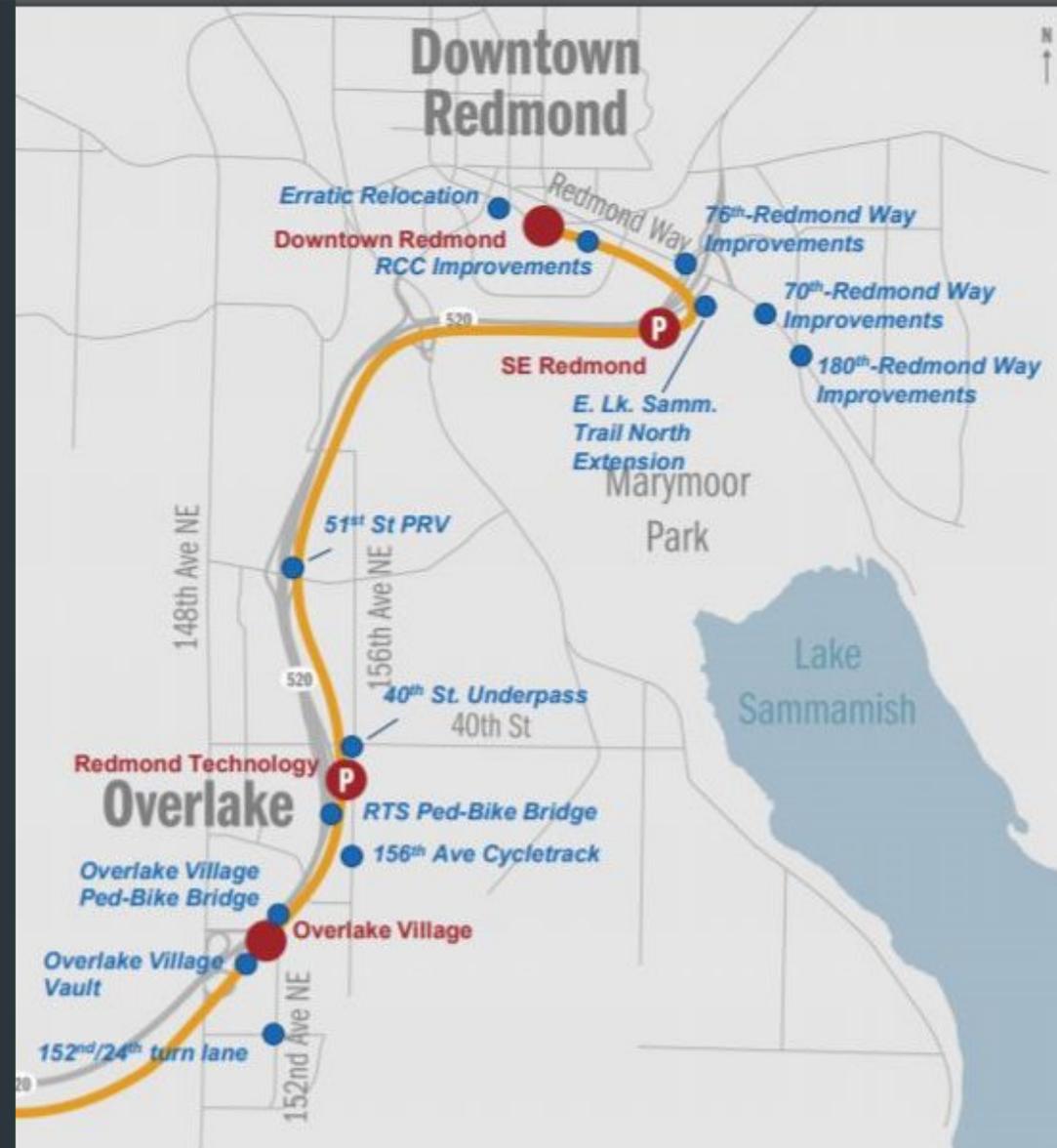
Leveraging East Link in the Region
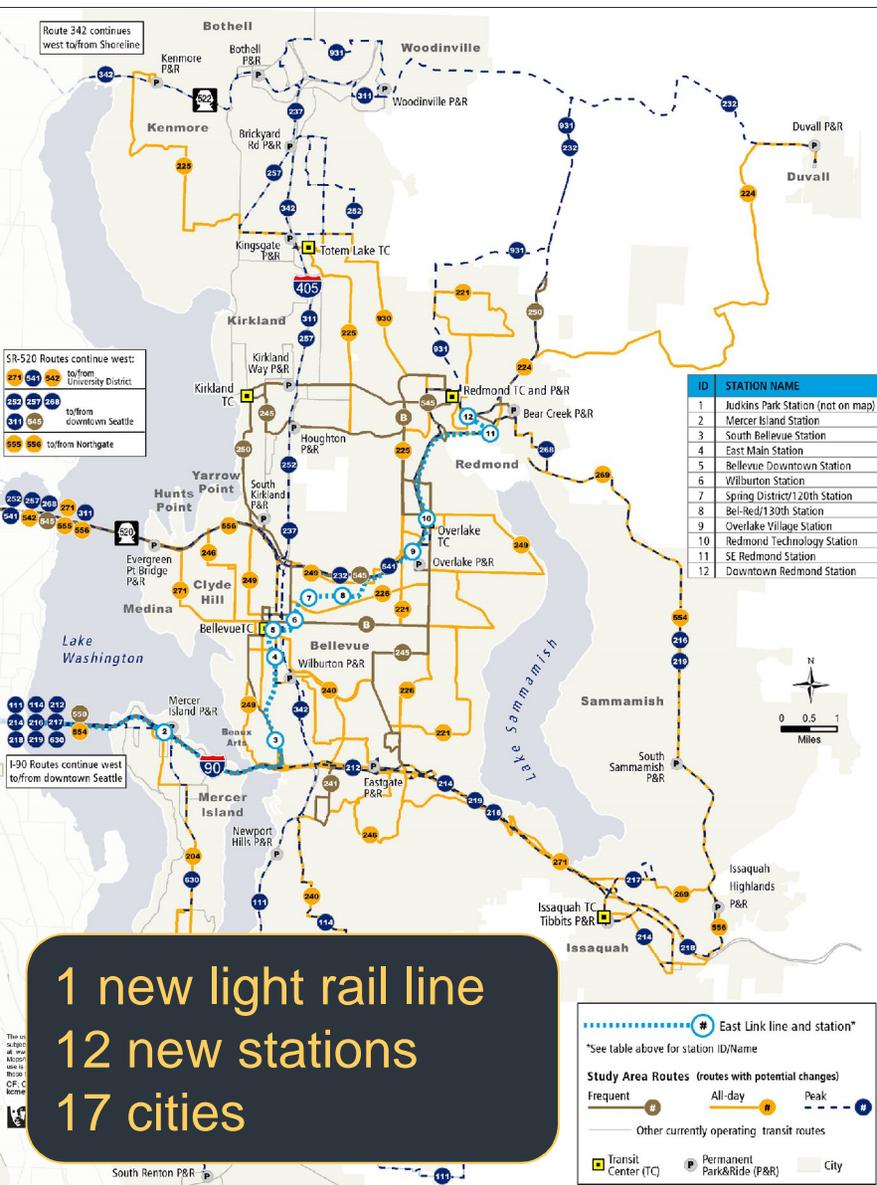
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Bellevue	Mercer Island
Bothell	Newcastle
Clyde Hill	Redmond
Duvall	Renton
Issaquah	Sammamish
Kenmore	Seattle
Kirkland	Woodinville
Lake Forest Park	Yarrow Point
Medina	

1 new light rail line
12 new stations
17 cities

Metro/ST **Milestones**

1. Spring 2021 – Needs assessment
   o Create/convene Mobility Board (riders/future riders)
   o Form Partner Review Board
   o Conduct stakeholder interviews
2. Summer-Fall 2021 – Service concepts
3. Winter 2021-2022 – Service proposal
4. Summer 2022 – Transmittal to KC Council/ST Board
5. June 2023 – Scheduled station openings

City Role

- Support Redmond representation on Mobility Board
- Raise community awareness of process
- Promote feedback opportunities (surveys, etc.)
- Participate on Partner Review Board (City staff)
- Provide City-specific information/insight to Metro/ST
- Keep Council informed

Thank You

Any Questions?

Engagement Timeline

Mobility Board Prioritizes Needs

Mobility Board Reviews Recommendations

Mobility Board Reviews Final Proposal

Phase 1
Needs Assessment

Phase 2
Service Concepts

Phase 3
Service Proposal

King County Council & Sound Transit Board

- Interview community stakeholders on mobility needs and barriers
- Review recent engagement in the project area
- Conduct baseline equity analysis and analysis of existing service needs and barriers
- Convene Mobility Board and Partner Review Board

- Develop and present service concepts based on prioritized needs
- Solicit public feedback
- Learn more about community priorities
- Review of concepts using
  - Service Design Best Practices
  - Public Input
  - Equity Review

- Present proposed changes to public
- Explain how the design matured and what influenced the concepts
- Seek feedback on ways to refine and optimize
- Final equity analysis

- King County Executive transmits final service network to King County Council for adoption
- Final service network to Sound Transit Board for adoption
- Plan for implementation and community education

Feb – spring 2021

Summer – fall 2021

Winter 2021 - 2022

Summer 2022

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Regional Context

Restructure Details			
Service Restoration Details			
Policy Updates Details			
Budget Constraints Details			
Station Openings Details			

2020   2021   2022   2023