

ESS/MSS
OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date												
Satish Nath, Rich Goward, Anna Kanwit, Jane Braaten	Sue Campbell	Ad-hoc	01/01/12	12/31/12												
Project Purpose	Improve user experience for time entry and provide an electronic solution for managers to review and approve time.															
Project Definition	The ESS/MSS Cross-Functional team will guide and support the OMF Time Capture and Approval Project which is designed to automate time entry and time approval processes across OMF. An easy to use time entry user-interface and time review application for managers will improve the efficiency of time capture and approval activities and reduce errors associated with manual processes. It will also provide an electronic audit trail of approvals in the event of an internal or external audit. The gains made by OMF by use of this system can then be spread to other areas of the City.															
Decision making / Scope of Authority	The project team has level 5 decision making authority and the business process owners (Jane Braaten, Jane Kingston, Tom Schneider) are the final decision makers.															
Goals and Deliverables	Improve and automate time capture and the approval process by delivering: <ul style="list-style-type: none"> • Time capture, time approval and leave request approval business process flow charts and solution process design documents • List of employees for roll-out • New timesheet application • New time approval application • New leave request solution • Security role updates as necessary • External audit report and approval tracking report • Training plan and deployment 															
Project timeline	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Project Milestone</th> <th style="text-align: left;">Project Delivery Date</th> </tr> </thead> <tbody> <tr> <td>Preparation</td> <td>4/30/2012</td> </tr> <tr> <td>Business Blueprint</td> <td>6/30/2012</td> </tr> <tr> <td>Development and Testing (Realization)</td> <td>09/30/2012</td> </tr> <tr> <td>Go Live</td> <td>10/15/2012</td> </tr> <tr> <td>Full OMF Rollout</td> <td>12/31/2012</td> </tr> </tbody> </table>				Project Milestone	Project Delivery Date	Preparation	4/30/2012	Business Blueprint	6/30/2012	Development and Testing (Realization)	09/30/2012	Go Live	10/15/2012	Full OMF Rollout	12/31/2012
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Customers	Employees and managers in OMF.															
Cross-functionality of team	OMF Bus Ops, BHR and Revenue Bureau for requirements and policy updates, EBS for SAP development, training and change management activities.															
Team members	Jane Braaten Satish Nath	Jane Kingston Rick Schulte	Elyse Rosenberg Trikanth Basetty	Terri Williams Sue Campbell												